



We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. With offices spanning all six continents, we strive to create a sustainable society and economy that positively impacts our climate, ecosystems and communities. With our solutions we inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Administrative and Personal Assistant (100%) based in London, United Kingdom

Organised, service-minded and proactive with a can-do-attitude. If these are the words that describe you, we have the ideal job for you! In this role, you will act as a Personal Assistant to our Product Directors and support them in their daily work. Additionally, you will ensure that the office runs smoothly, guests are attended to and assist in the local payroll administration. You have the chance to run the office independently and to bring in new ideas. If you like to juggle multiple tasks at the same time and would like to join a multicultural team within the heart of London, then we are looking for you.

Tasks and responsibilities

Personal Assistant (60%)

- Carry out background research in field related to sustainability and present the finding
- Produce documents, briefing papers, reports and presentations
- Liaise with clients, suppliers and other staff across the globe
- Organise necessary travel arrangements
- Assist in scheduling appointments and ensure that calendars are up to date
- Support with expense and credit card reports handling

Office Assistant (40%)

- General office management, including organising office supplies, attending to guests and phone calls and other administrative tasks
- Assist in travel arrangements for guests visiting the London office
- Organise internal events such as office outings, sports activities or after work meetups
- Review local financial statement and cost accounting
- Ensure timely and correctness in local payroll administration
- Be the bridge between the London office and the headquarters in Zurich

Your profile

- Degree in Business Administration, Certificate in Office Administration, Administrative Assistant or similar
- General IT skills and advanced computer skills in Microsoft Word, Excel and Powerpoint
- Excellent knowledge of English is a must, any other languages are a plus
- Proactive and initiative driven



- Friendly and 'can do' attitude
- Ability to manage multiple priorities while keeping attention to details
- Outstanding organisational skills
- Enjoy working in a multicultural and international environment
- A flexible, independent, responsible and trustworthy personality
- UK nationality or holder of a valid work permit is a must

We offer

- Work in a global company with a real commitment to sustainability and fighting climate change
- Excellent team spirit; a fun and supportive work environment in the heart of London
- Every day will be different and you will learn the ins and outs of one of our faster-growing offices

Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your cover letter and CV directly through our [website](#).