



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

Operations Assistant (80-100%) based in Jakarta or Bangkok

South Pole works with a large number of prestigious corporate and public sector clients to support them in their sustainability journey. As an Operations Assistant, you will support in increasing efficiency and productivity of the Consultancy and Key Account Management (KAM) teams to improve the quality of our deliverables and proposals by conducting quality checks. You will also support project management activities through checks and approvals in our in-house Project Management Tool.

Tasks and responsibilities

- Support proposal writing, ensuring that they are of highest quality (following guidelines and formatting) and delivered within the deadlines
- Coordinate and/or conduct the revision and quality check of documents (proposals, reports and other deliverables) to be submitted to clients
- Conduct project quality checks and follow-ups with consultants in South Pole's PMT
- Support general tasks such as updating/formatting staff CVs, references, and the internal Project Management Tool (PMT)
- Continuously update and improve South Pole's templates
- Continuously update and improve South Pole's processes as well as the supporting documents/guidelines
- Support the development of operational policies and procedures for the Consultancy and KAM teams to increase their efficiency and productivity
- Identify funding opportunities from donors related to consulting mandates in climate change and sustainability

Your profile

- A Bachelor's degree or higher, ideally in Environmental Sciences, Engineering, Economics or sustainability-related disciplines
- At least 1-3 years of relevant work experience
- Experience in working in small teams, ideally within an international and multicultural context
- Experience in situations where attention to detail is essential and with effectively completing administrative tasks
- Experience with proofreading, formatting and checking documents in English and ideally, a second language such as bahasa Indonesia or Thai
- Excellent oral and written commands of English are essential and professional proficiency in Bahasa Indonesia or Thai would be desirable. Other languages is an advantage.



- Advanced skills in MS Word, Excel and PowerPoint are essential
- Advanced skills with the use of IT platforms and technologies
- Enjoy working with and supporting others
- Process-oriented, with a taste for efficiency increase
- Sound internet based research skills
- Nationality of the country where you will be based or holder of a valid work permit is a must

We offer

- Excellent team spirit
- Be part of a growing and multicultural company
- Work autonomously as well as within a large and international team of sustainability passionate professionals

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! Women are especially encouraged to apply. Please send your cover letter and CV directly through our [website](#).