



## 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

### **Proofreader (80-100%)** based in London, Mexico City, Amsterdam or Jakarta

South Pole (SP) works with a large number of prestigious corporate and public sector clients to support them in their sustainability journey. As a Proofreader, you will contribute to our Consultancy and Key Account Management teams to improve the quality of our deliverables and proposals by conducting quality checks. If you are an enthusiastic professional with great attention to detail and passionate about fighting climate change, then we are looking for you!

#### Tasks and responsibilities

- Conduct the quality check of documents (proposals, reports and other deliverables) to be submitted to clients, including language check and formatting
- Conduct project quality checks and follow-ups with our consultants
- Produce and follow a style checklist to ensure consistency
- Support in internal tasks such as updating, formatting or language check of staff CVs and project references
- Continuously update and improve SP's templates' text
- Provide constructive feedback to the consultants on their deliverables and strive for continuous improvement of the quality level

#### Your profile

- A minimum Bachelor's degree, ideally in Languages, Translation and Interpretation, Journalism, Literature, Communication, English or a related discipline
- At least 3 years of relevant work experience
- Experience with proofreading, formatting and checking documents in English and ideally, a second language such as Spanish, German or French
- Experience in working in small teams, ideally within an international and multicultural context
- Excellent oral and written commands of English (native speaker level) are essential and professional proficiency in Spanish, French, German or other languages is desirable
- Advanced skills in MS Word, Excel and PowerPoint are essential
- Experience in situations where attention to detail is essential
- Enjoy working with and supporting others
- National, or holder of a valid required work visa in host country



### 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! Please send your application in English directly through our [website](#).