



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

Bilingual secretary (100%) based in Medellín, Colombia

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 be carrying out administrative and customer service related tasks for our office. You will be attending to guests and phone calls, assist in organising meetings and internal events, and make sure that the office is running smoothly. If you like to juggle multiple tasks at the same time and would like to join a multicultural team, then we are looking for you.

Tasks and responsibilities

- Attending to guests and phone calls, organise necessary travel arrangements and other administrative tasks
- Schedule meetings for executives and co-workers
- Organise events: coordination of meetings, various activities, logistics and food and beverages
- Receive and sign correspondence documents as well as draft documents for deliveries
- Manage the post: coordinate with the courier and track the deliveries
- Make petty cash payments
- Responsible for office supplies purchases
- Coordinate with the cleaning supplier

Your profile

- Education as bilingual secretary or bilingual receptionist. An internship would be also considered
- Have at least one year of experience in a similar position
- Expert in Microsoft Office package (Word, Excel)
- Proficient written and oral command of English and Spanish
- Excellent communication skills
- Customer service minded
- Proactive and initiative driven
- Teamwork oriented with a can-do attitude
- Ability to manage multiple priorities while keeping attention to details

We offer

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- Excellent team spirit
- Be part of a growing and multicultural company
- Work in a global company with a real commitment to sustainability and fighting climate change
- Diverse role, every day will be different and you will learn the ins and outs of one of our fastest-growing office

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](#).