



## 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 Coordinator (80-100%) based in Mexico City

South Pole works with a large number of prestigious corporate and public sector clients to support them in their sustainability journey. As an Operations Coordinator, you will contribute to our Consultancy team to improve the quality of our deliverables and proposals by conducting quality checks in English and Spanish. You will also support the preparation of our proposals and support project management activities through checks and approvals in Antarctica, our in-house project management tool. In addition, you will support the improvement of our processes and tools, coordinate the follow-up with our clients and support the extension of our Roster of Experts. If you are you bilingual (Eng & Spa), have a strong attention to detail, love helping others and are able to thrive in a fast paced environment, then we are looking for you!

### Tasks and responsibilities

- **Support/coordinate proposal writing**, ensuring that they are of highest quality (following guidelines and formatting) and delivered within deadlines. This includes covering and preparing any administrative requirements and documents, preparing some sections of proposals (e.g. CVs, short bios, references) and submitting through platforms (e.g. World Bank)
- **Coordinate and/or conduct the revision and quality check** of documents (proposals, reports and other deliverables) to be submitted to clients. A quality check involves not only accuracy but also both formatting and language reviews
- **Support general tasks** such as updating/formatting staff CVs, references, and the internal Antarctica
- **Conduct project quality checks** and follow-ups with consultants in South Pole's Antarctica
- Continuously **update and improve South Pole's templates**
- Continuously **update and improve South Pole's processes** as well as supporting **documents/guidelines**
- **Support efforts to increase efficiency** and productivity of the Consultancy team, through the improvement, development and/or dissemination of processes and tools
- **Oversee the follow-up** with clients on proposals and mandates
- **Manage the Roster of Experts**
- **Draft consulting agreements**, coordinate legal checks and send contracts for signatures



### Your profile

- A minimum Bachelor's degree, ideally in Linguistics, Journalism, Political Sciences or sustainability-related disciplines
- 1-3 years of relevant work experience
- Experience in working in small teams, ideally within an international and multicultural context
- Excellent oral and written commands of English and Spanish are essential and professional proficiency in French, German or other languages is desirable
- Advanced skills in MS Word, Excel and PowerPoint are essential
- Advanced skills with the use of IT platforms and technologies
- Experience in situations where attention to detail is essential: a strong attention to detail will be a key factor to success in this position
- Experience in completing administrative tasks effectively
- Enjoy working with and supporting others
- Experience with proofreading, formatting and checking documents in English and Spanish
- Process-oriented, with a taste for efficiency increase
- Sound internet based research skills

### We offer

- Excellent team spirit
- Be part of a growing and multicultural company with 200 staff in 16 offices worldwide
- Collaborating in a challenging and exciting global company with a real purpose
- 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 cover letter and CV directly through our [website](#). If you have any questions regarding this vacancy, please contact Ms. Julieta Santos on +52 55 55 31 90 13 or on [jobs@southpole.com](mailto:jobs@southpole.com)