



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

Office Manager/ Operations Assistant (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. To support our Mexican office and our global team, we are currently looking for an Office Manager coupled with an Operations Assistant role.

As an Office Manager, you will be responsible for the overall management of the Mexican office, work to ensure timely and accurate management of financial resources, administrative processes and office logistics. You will liaise with our accounting departments to ensure all required information is provided accurately and on time. You will also attend customers and phone calls.

As an Operations Assistant, you will contribute to our Consultancy team to improve the quality of our deliverables and proposals by conducting quality checks (language and formatting) in English and Spanish. You will also support the preparation of our proposals. In addition, you will support the improvement of our processes and tools.

If you are 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

Office Manager

- Manage financial resources, payments and administrative procedures
- Manage office's logistics to ensure good working conditions
- Communicate with our accounting departments (local and Swiss) and provide the information required
- Ensure that local accountant is taking care of our legal and operational obligations
- Check monthly financial reports and prepare monthly office budget
- Attend customers and phone calls
- Manage service providers

OPs Assistant

- Support/coordinate proposal writing, ensuring that they are of highest quality (following guidelines and formatting) and delivered within deadlines
- Conduct the revision and quality check of documents (proposals, reports and other deliverables) to be submitted to clients



- Support general tasks such as updating/formatting staff CVs, references, and information in the Antarctica, our internal project management tool
- Continuously update and improve South Pole's processes as well as supporting documents/guidelines

Your profile

- A Bachelor's degree, ideally in Business administration, /Linguistics, Journalism, Political Sciences or related disciplines
- At least 1.5 years of relevant work experience with private companies
- Experience in working in small teams, ideally within an international and multicultural context
- Excellent oral and written commands of English and Spanish are essential
- Advanced skills with the use of the MS Office Suite, IT platforms and technologies are essential
- Experience in situations where attention to detail is essential
- Experience in completing administrative tasks effectively
- A proactive, diligent and independent approach
- Strong organisational skills and ability to multitask
- Ability to work under tight deadlines
- Excellent personal relationships
- Enjoy working with and supporting others
- Experience with proofreading, formatting and checking documents in English and Spanish is desirable
- Process-oriented, with a taste for efficiency increase

We offer

- Excellent team spirit
- Be part of a growing and multicultural company with 200 staff in 16 offices worldwide
- 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](#), we will only review CVs sent in English.