



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 strengthen our Central Functions team and further contribute to promoting environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Business Operations Project Manager London or Amsterdam (100%)

As a Business Operations Project Manager you will take the lead on global projects that fall within the remit of our Accounting, HR, IT, Office Management and Admin teams, which together form our Central Functions unit. You will develop and oversee the implementation of work processes that enhance the efficiency and productivity of the department. This role also leads initiatives in the fields of global office management, safety and security and global travel. Success in this role requires working in collaboration and communication at a global level with various key stakeholders within the Central Functions and other units. If you are a dynamic and driven individual with process improvement skills and project management experience, then we are looking for you!

Tasks and responsibilities

- Identify inefficiencies and develop new processes or improve existing processes to increase the productivity of team members
- Create and update corporate global documentation and manuals related to Central Functions processes and procedures
- Train Central Functions and other teams members on any changes in processes to ensure they are applied correctly
- Take the lead on key projects within the Central Functions team, which are often cross-functional in nature. These may include (but are not limited to):
 - Selecting and implementing suppliers for items such as travel management and global travel insurance
 - Coordinating the set up of new legal entities and establishing physical presence of South Pole in new countries
- Responsible for establishing global guidelines with regards to offices and facilities management, and overseeing their correct implementation at local level. Providing guidance to local office managers with regards to South Pole branding, office activities and outings, etc.
- Establishing global office safety standards, and overseeing their implementation in each of our local offices. Working closely with local Office Managers to ensure local safety standards are followed and employees are trained
- Setting South Pole standards for security of our employees during business travel, and ensuring guidance is communicated to the workforce
- Taking the lead on sourcing and procurement activities for Central Functions, identifying the best provider and negotiating the purchase of external services where needed



Your profile

- University degree
- At least 5 years of relevant work experience in an international context
- Experience in project management, having acted as project lead in global projects
- Excellent communication and interpersonal skills
- Excellent organisation and planning skills
- Process-driven, with a practical and pragmatic mindset
- Critical thinker, proactive and with a can-do attitude
- Continuous improvement focus, challenges the status quo
- Flexible and able to handle multiple priorities in a fast-paced environment
- Advanced skills in MS Word, Excel and PowerPoint are essential
- Excellent oral and written command of English. Other languages as Spanish or German will be considered an advantage
- National, or holder of a valid required work visa in host country

We offer

- Collaboration in a challenging and exciting global company with a real purpose
- Excellent team spirit
- Work with dedicated and enthusiastic people

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](#). If you have any questions regarding this vacancy, please contact Ms. Carmen Alvarez on +44 2037051770 or on jobs@southpole.com.