



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 Specialist (100%) based in Jakarta or Bangkok

As an Operations Specialist, you will contribute to our Consultancy and Marketing team to improve the quality of our deliverables and proposals by conducting quality checks, improving templates and procedures, ensuring smooth and efficient processes. You will also support project management activities through checks and approvals in our in-house Project Management Tool.

Tasks and responsibilities

- Support the development of operational policies and procedures for both the Consultancy and Marketing teams
- Support efforts to increase efficiency and productivity of both the Consultancy and Marketing teams
- Conduct project quality checks and follow-ups with consultants in South Pole's Project Management Tool
- Continuously update and improve South Pole's processes, supporting documents/guidelines, and templates
- Support general tasks such as updating/formatting staff CVs, references, and the internal Project Management Tool
- Support proposal writing, ensuring that they are of highest quality (following guidelines and formatting) and delivered to clear deadlines
- Conduct the revision and quality check of documents (proposals, reports and other deliverables) to be submitted to clients when needed

Your profile

- A minimum Bachelor's degree ideally in Environmental Sciences, Engineering, Economics, development or sustainability-related disciplines
- At least 1 year of relevant work experience
- Experience in working in small teams, ideally within an international and multicultural context
- Experience in situations where attention to detail is essential and with effectively completing operational tasks
- Excellent time management and organisational skills with experience of reporting on activity
- Excellent oral and written command of English and a professional proficiency in Bahasa Indonesia or Thai is desirable. Furthermore, professional proficiency in Spanish, French, German or other languages would be advantageous
- Experience with proofreading, formatting and checking documents in English and ideally, a second language such as Bahasa Indonesia or Thai.
- Process-oriented, with a taste for efficiency increase
- Logical, quick, and flexible in the appraisal of issues
- A problem-solver with a proactive approach



- Flexible team player, with an ability to work under pressure
- Able to priorities, plan and organize workload often with conflicting time constraints and/or time zones
- Enjoy working with and supporting others in a fast-paced environment
- Working knowledge of MS Office, especially Word, Excel and PowerPoint
- Able to communicate professionally with all levels of people with strong interpersonal skills
- Sound internet based research skills

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
- A clear career development potential as a key part of the Consultancy and Services team

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! Women are especially encouraged to apply. Please send your cover letter and CV directly through our [website](#).