



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

Freelance Proofreader & Quality-checker

Flexible workload and location

South Pole works with a large number of prestigious corporate and public sector clients to support them in their sustainability journey. As a Freelance Proofreader & Quality-checker, you will contribute to our Consultancy and Projects & Portfolio teams improving the quality of our deliverables and proposals.

Tasks and responsibilities

- Conduct thorough proofreading, formatting and quality-checks of documents (proposals, reports and other deliverables) to be submitted to clients
- Follow South Pole's internal writing and style preferences, ensuring consistency
- Provide constructive feedback to the consultants on their deliverables and strive for continuous improvement of the quality level

Your profile

- A minimum Bachelor's degree, ideally in Linguistics, Modern translation and Interpretation, Literature, Journalism, Communications, Political Science or a related discipline
- At least 1-2 years of relevant work experience
- Experience with proofreading, formatting and checking documents in English and ideally, a second language such as Spanish, German or French
- Excellent oral and written commands of English (native speaker level) are essential and professional proficiency in Spanish, French, German or other languages is desirable
- Advanced skills in MS Word, Excel and PowerPoint are essential
- Experience in situations where attention to detail is essential
- Experience handling tight deadlines is essential
- Enjoy providing support to others

We offer

- Collaboration with the world's leading independent sustainability company
- Working autonomously as well as in collaboration with South Pole's passionate professionals
- A flexible freelance opportunity to complement your main source of income



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](#).