



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 Assistant (80-100%, 4 months) based in Zurich, Switzerland

We are looking for an enthusiastic office assistant to temporarily join our team as of early February. If you have a can-do-attitude and you enjoy working with and assisting others, then this role is for you. In this role you will not only be the main point of contact for our headquarters in Zurich, but you will also be liaising with our local offices around the globe. You will ensure that the office runs smoothly on an everyday basis; overseeing office supplies, attending guests and being in charge of the phone and post among others. In addition, you will support the Accounting and HR team with several activities. If you like a diverse role and like to join a dynamic international company fighting for a good cause, then we are looking forward to your application.

Tasks and responsibilities

- Global and local contract administration and management
- Administrate the process for joining and leaving staff and other relevant correspondence
- Distribution of incoming post and sending outgoing post
- Administration of office supplies
- Welcome and attend to guests and customers
- Setting up and preparing meetings
- Operating the main phone board
- Assist in travel arrangements (flights, hotels and railway reservations) for the Managing Directors
- Personal Assistant to CEO (arrange meeting, book flights and hotels, support with expenses)
- Assist the HR team in the recruitment process, such as scheduling interviews
- Support the Accounting team with several activities such as accounts receivables, check credit card statement or expenses

Your profile

- Federal diploma or commercial apprenticeship or comparable education
- 1-3 years of work experience is preferred
- Excellent communication and interpersonal skills
- Exceptional organisational skills
- Advanced computer skills
- Team player, as well as the ability to work independently
- Fluent in German and English
- National, or holder of a valid work permit



We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit working with dedicated and enthusiastic people
- Every day will be different and you will learn the ins and outs of one of our biggest office

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. Wiesendanger on +41 43 501 35 50 or on jobs@southpole.com.