



## 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. South Pole acts today 'for a better tomorrow'. With offices all around the globe, we accelerate the transition to a climate-smart society. Our vision is "Climate Action for All": 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

### Senior Contract Specialist (100%) based in London or Amsterdam

We are currently looking for an enthusiastic Senior Contract Specialist to ensure the consistent management of all our contracts, develop account specific standards and documentation, as well as judgements on specific contract terms. In this broad and challenging function, you are furthermore supervising the contract administration and business development support team.

#### Tasks and responsibilities

- Review a variety of contracts such as NDAs, service agreements, subcontracts, and sale and purchase agreements based on our defined standards and checklists. For complex matters, you will work closely with the legal team and/or the management team
- Perform risk assessments of proposed contractual terms and conditions, and develop recommendations to minimise their potential risk to the business
- Notify the company management of relevant contractual non-compliance issues
- Execute activities relating to the approving, signing and filing of contracts
- Assist the Business Development Team in counter-party identification and compliance procedures
- Train and provide guidance to business personnel on contracting policies and procedures
- Lead a small team of contract administration and business development support
- Establish processes and quality check procedures for the Contract Administration team
- Other related tasks to meet business needs where required

#### Your profile

- A University degree
- Minimum five years of previous experience as a contract specialist or in a related position
- Excellent verbal and written communication skills
- Good judgment in balancing business and commercial needs and potential risks/exposures with counterparty requirements
- Excellent analytical and critical thinking abilities



### We offer

- Excellent team spirit
- Be part of a growing and multicultural company
- Work autonomously as well as within a large and international 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! Please send your cover letter and CV directly through our [website](#). If you have any questions regarding this vacancy, please contact us on [jobs@southpole.com](mailto:jobs@southpole.com).