



We are hiring

Would you like to be part of our dynamic, international and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. With offices spanning across 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.

South Pole is currently on an exciting growth journey. With 300+ employees located in 16 different countries, the demand for top-quality HR support is increasing. Therefore, to further strengthen our global HR team and ensure we continue to provide world-class HR service to the organisation, we are currently looking to recruit a highly motivated and dedicated

HR Assistant & Office Manager Europe (100%) based in Amsterdam

As an HR Assistant, you will support all aspects of HR Operations and administration across the entire employee life-cycle, such as recruitment, hiring, onboarding, offer letters and contracts, terminations, payroll, systems, policies and processes, etc. This is a multi-faceted role with a broad scope, spanning across several countries within the region. This role is best suited for a dynamic and passionate individual, with an eye for detail, who loves working with people in a fast-paced international environment and who is ready for an exciting new career opportunity in the field of HR.

Tasks and responsibilities

HR (70%)

- Ensure a smooth coordination of the recruitment process alongside the local HR representatives:
 - o Drafting new job ads
 - o Publishing open positions on internal and external websites
 - o Screening CVs
 - o Coordinating technical tests
 - o Scheduling interviews with candidates
 - o Answering candidates' inquiries
 - o Managing relevant internal stakeholders in the process accordingly
- Coordinate the new hire process- preparing offer letters and employment contracts, organising induction weeks and ensuring a smooth onboarding process, enrolling new hires in all relevant schemes, etc.
- Manage the leavers' process - writing reference letters and other relevant correspondence, informing employees of the applicable terms and conditions of their departure, etc.
- Coordinate the monthly payroll alongside the HR Specialist
- Maintain and update global HR & employee documentation
- Answer internal queries from employees regarding HR policies and procedures
- Issue employment confirmations
- Support work visas and work permit processes
- Contribute to the creation of HR policies
- Support various global and local HR projects



Executive Assistant Support (15%)

- Providing high-level executive support to the CEO remotely
- Supporting the CEO with calendar and inbox management
- Drafting correspondence for the CEO where needed

Office Management (15%)

- Providing support with payroll administration
- General office management (organising office supplies, communicating and attending to guests and visitors, etc.)
- Assisting in travel arrangements
- Organise internal events such as office outings, sports activities or after work meet-ups
- Review local financial statement and cost accounting
- Be the bridge between the Amsterdam office and other European offices

Your profile

- Degree in Business Administration, HR or similar
- Some previous work experience in the field of Human Resources, Administration, or other relevant experience
- Excellent command of English and
- Dutch language preferable, any other languages are a plus
- Ability to manage multiple priorities simultaneously whilst keeping strong attention to detail
- Excellent organisational skills and ability to be productive and efficient in a fast-paced environment
- Positive can-do attitude
- Interest for developing in a people-focused profession
- Natural adaptability to working in a multicultural environment
- Strong personal interest for sustainability and climate change

We offer

- Broad variety of tasks with increasing levels of responsibility over time, offering a great career opportunity
- Excellent team spirit with fun and supportive colleagues
- Be part of a dynamic, growing and multicultural company
- Work autonomously as well as within an 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.