



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

Office Manager and Operations Assistant (100%) based in Mexico City, Mexico

South Pole works with a large number of prestigious corporate and public sector clients to support them in their sustainability journey. To support our Mexican office and our global team, we are currently looking for an Office Manager coupled with an Operations Assistant role.

As an Office Manager, you will be responsible for the overall management of the Mexican office, work to ensure timely and accurate management of financial resources, administrative processes and office logistics. You will liaise with our accounting departments to ensure all required information is provided accurately and on time. You will also attend customers and phone calls.

As an Operations Assistant, you will contribute to our Consultancy team by improving and maintaining our tools and templates. You will also support with translations and with compiling/preparing some documents. You will occasionally conduct quality checks (language and formatting) in Spanish and English. You will also participate in the onboarding process of our new consultants.

If you are bilingual (Eng & Spa) and passionate about sustainability, have a strong attention to detail, can learn quickly and are able to thrive in a fast paced environment, then we are looking for you!

Tasks and responsibilities

Office Manager (60%)

- Manage financial resources, office-associated payments and administrative procedures
- Communicate with our accounting departments (local and Swiss) and provide the information required
- Ensure that the local accountant is taking care of our legal and operational obligations
- Check monthly financial reports and prepare monthly office budget
- Manage office's logistics to ensure good working conditions
- Attend customers, visitors and phone calls
- Manage service providers

Operations Assistant (40%)

- Maintain and improve internal tools and templates
- Translating documents from English to Spanish
- Support general tasks such as updating/formatting and compiling staff CVs, references, and information in the Antarctica, our internal project management tool



- Participate in the onboarding process of our new consultants, through training on tools and processes
- Conduct the quality check (format and languages) of documents (proposals, reports and other deliverables) to be submitted to clients

Your profile

- A Bachelor's degree, ideally in Journalism, Political Sciences, Environmental Sciences, Sustainability, Business administration, Linguistics, or related disciplines
- At least 1 year of work experience
- Experience in situations where attention to detail is essential
- Experience in completing administrative tasks effectively
- Experience with proofreading, formatting and checking documents in English and Spanish is desirable
- Experience in working in small teams, ideally within an international and multicultural context
- Excellent oral and written command of English and Spanish are essential
- Advanced skills with the use of the MS Office Suite, Google Drive, IT platforms and technologies are essential
- A proactive, diligent and independent approach
- Strong organisational skills: ability to multitask, focus and prioritise
- Excellent personal relationships, enjoy working with and supporting others
- Process-oriented, with a taste for efficiency increase

We offer

- Work in a growing global profit for purpose company with a real commitment to sustainability and fighting climate change
- Excellent team spirit, work within a large and international team of sustainability passionate professionals
- The opportunity to work with professional experts all around the world

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.