



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

Operations Specialist (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 global Consultancy & Services team, we are currently looking for an Operations Specialist.

As an Operations Specialist, 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, such as proposals and team reports. You will 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 (English & Spanish) and process-oriented, have great attention to detail with the ability to multitask, can learn quickly and like supporting others, then we are looking for you!

Tasks and responsibilities

- 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
- Contribute to the preparation of proposals, by preparing references, CVs and administrative documents
- Prepare team reports that show KPIs and milestones achieved
- Treat, sort and compile data to facilitate KPI analysis
- 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
- Conduct checks in Antarctica, our internal project management tool, to ensure the information is complete and accurate

Your profile

- A Bachelor's degree, ideally in Business Administration, Political Sciences, Environmental Sciences, Sustainability, Linguistics, or related disciplines
- At least 3 years 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

- 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.