



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

Project and Office Administrative Support India (100%) based in New Delhi, India

In this diverse role as Project and Office Administrative Support you will mainly focus on supporting our Consultancy and Services unit with the local and international project administration and logistics of consultancy mandates. You are the go-to person for the day-to-day administration, logistics and management support of mandates. In addition, you will assist in communication activities related to the promotion of such mandates, as well as coordinating and gather data and information from project stakeholders. As the local Office Administrative Support person, you will be responsible for the overall office administration and will closely collaborate with our global Accounting team and our local accountant. If you like to work for an international company in this multi-faceted position, then we are looking for you!

Tasks and responsibilities

- Responsible for the entire project administration of assigned Consultancy mandates
- Take care of all communications activities related to project promotion (e.g. updating our website and social media), including coordination with service providers
- Maintain projects' financial tracking sheets and all financial information related to the project
- Responsible for project logistics including for travels and meetings
- Partner and stakeholder coordination and data gathering, where required
- Support the management with updating data in our internal database system
- Assist in the proposal development processes
- Support and create deliverables and reports for the client
- General office management, including organising office supplies, attending to guests and phone calls and other administrative tasks, such as the local payroll
- Assist in travel arrangements for guests visiting the India office
- 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 India office and the headquarters in Zurich
- Implement the company wide sustainability action plan for the India office
- Drive implementation of company change initiatives in India in collaboration with global colleagues
- Support awareness and training activities for new company processes and policies

Your profile

- University Degree in business administration, finance, accounting, communication or relevant field
- Minimum 6 months of work experience in office management, project administration or financial accounting



- Advanced proficiency in Microsoft office and Google suite applications
- Experience with website content and social media applications is of advantage
- Excellent organisation and planning skills
- Experience in coordinating logistics for travels, meetings and other events
- Ability to support the creation of high quality written documents (proposals, reports and deliverables) in English (and local languages as required) is of advantage
- Knowledge of financial accounting and/or climate change and sustainability would be of advantage
- Excellent oral and written communication skills in English

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 a culturally diverse team based 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.