



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

HR Assistant & Office Manager - US (100%) based in New York City, USA

As HR Assistant, you will support all aspects of HR Operations and administration across the entire employee life-cycle, such as recruitment, hiring, on-boarding, offer letters and contracts, terminations, payroll, systems, policies and processes, etc. As an Office Manager, you will be responsible for the overall management of the US offices, work to ensure timely and accurate management of financial resources, administrative processes and office logistics. You will also attend customers and phone calls.

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. If you are bilingual (Eng & Spa) and passionate about sustainability, then we are looking for you!

Tasks and responsibilities

HR Assistant (70%)

- Ensure a smooth coordination of open recruitment processes, including:
 - Draft new job ads
 - Publish open positions on internal and external websites
 - Screen CVs
 - Coordinate technical tests
 - Schedule interviews with candidates
 - Answer candidates' inquiries
 - Keep managers updated on next steps in the recruitment process
- Coordinate the process for hiring staff, such as preparing offer letters and employment contracts, organizing new starters and ensuring a smooth onboarding process, enrolling new hires in all relevant insurances and benefits, etc.
- Administering the process for leaving staff, such as writing reference letters and other relevant correspondence, informing employees of the applicable terms and conditions or their departure, etc.
- Provide inputs to and review monthly payroll
- Maintain and update global HR documents
- Answer internal queries from employees regarding HR policies and procedures
- Maintain and update employee documentation
- Issue work confirmations
- Support work visas and work permits processes
- Contribute to the creation of HR policies
- Support various global and local HR projects



Office Manager (30%)

- 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

Your profile

- A Bachelor's degree, ideally in Business Administration or related disciplines
- Some previous work experience in Human Resources or administration
- Passionate in HR and eager to further develop in this area
- Excellent written and spoken knowledge of English and Spanish is a must
- Ability to manage multiple priorities simultaneously while keeping strong attention to details
- Excellent organisational skills and ability to be productive and efficient in a fast-paced environment
- Positive can-do attitude
- Enjoy working in a multicultural environment
- Strong personal interest for sustainability and climate change

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.