



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. With offices spanning 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.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Operations Specialist (100%) based in London, UK

South Pole is a leading provider for climate change and sustainability advisory services. We work with a large number of prestigious corporate and public sector clients to support them in their sustainability journey. Driven by the lively public debate on climate change and the increasing awareness for companies to take voluntary climate actions, we are at the start of a period of substantial business growth. To support our ambitious growth strategy we are looking to recruit an Operations Specialist helping the operations team to deliver on the promises from an operational perspective. As an Operations Specialist, you will assist the Operations Manager working on transformational business projects enabling scalable and more efficient processes. You will also be expected to take the lead on designing and delivering your own set of project initiatives ranging from Marketing, HR, Office Management, Health & Safety and others.

If you are a process-oriented individual with a strong attention to detail who is keen to learn quickly and like supporting others, then you are right with us!

Tasks and responsibilities

- Propose, design and implement necessary new processes
- Support team members when procedural issues are encountered
- Maintain regular contact with key team members and in other departments in order to collect feedback and business updates
- Maintain and improve employee guidelines and training material
- Review the Health & Safety requirements to the business and propose initiatives to increase safety and security for our employees
- Review the company's expense reporting process and design and implement improvements for users
- Assess the need for regular compliance updates and develop a suitable communication plan
- Highlight cost saving opportunities and build a convincing business case for implementation
- Support other key projects in line with evolving business needs

Your profile

- A minimum Bachelor's degree, ideally in Business Administration or a related field
- Ideally 3 years of work experience, preferably in business operations or project management
- Excellent personal relationships, enjoy working with and supporting others



- Process-oriented, with a taste for efficiency increase
- Confidence in working independently with a good ability for self-motivation
- Experience in working within an international and multicultural context
- Experience in completing administrative tasks effectively
- Excellent time management and organisational skills
- Excellent oral and written command of business English is essential
- Strong organisational skills: ability to multitask, focus and prioritise
- Advanced IT literacy is expected

We offer

- Excellent team spirit within the world's leading independent sustainability company
- Be part of a growing and multicultural company
- Work autonomously as well as within a large and international team of passionate sustainability professionals
- Clear career development potential as a key part of the Marketing 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.