



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

Administrative Assistant (100%) based in Jakarta, Indonesia

Our team is gearing up to take the company to its next level! As an Administrative Assistant, you will be a part of the global operations, responsible in supporting global employees with company related expenses and credit card reporting, as well as travel insurance requests. This position also supports the development and improvement of relevant expenses, company credit card, or travel insurance processing systems, policies, procedures and tools. If you are someone with great attention to detail, likes to work with numbers and get things done, while also passionate about helping to save the climate as part of your daily work, then we're looking for you!

Tasks and responsibilities

- Assist employees with personal expense and company card reporting
- Complete expense reports in company-own accounting systems
- Liaise with global colleagues on process improvements
- Attend and, where appropriate, co-facilitate - training courses on new procedures and processes
- Make proposals to improve process steps, procedures, policies or tools
- Process employee requests for business travel insurance
- Assist the office manager with other office-related administrative tasks as required
- Maintain and improve internal tools and templates

Your profile

- Ideally a Bachelor's degree in Business, Business Administration, Accounting or related field
- This is an entry level job, previous formal work experience would be of advantage but not a must
- High attention to details is a must
- Experience in effective administration task management
- Strong organisational skills, with the ability to multitask, focus, and prioritise
- Excellent personal relationships, enjoy working with and supporting others
- Advance IT skills in using Microsoft Office and G-Suite are required
- Proactive, diligent, and independent in approaching tasks
- Nationals or passport holder of Indonesia



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 and support 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.