



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 Manager - Asia Pacific (100%) based in Bangkok or Jakarta

As an Operations Manager, you will be accountable for providing operational and administrative support to our Consultancy and Services team in APAC in order to guarantee maximum efficiency and enable future growth. This includes a broad variety of responsibilities such as implementing operational processes, facilitating and controlling regional projects, analysing project and staff data, coordinating recruitment efforts, optimising the human resources, guiding the regional training and career development needs.

Tasks and responsibilities

- Contribute to recruiting processes through CV screening and conducting interviews
- Facilitate and control proposal preparation and project implementation, including controlling project budgets and invoicing
- Coordinate troubleshooting efforts in case of client complaints
- Optimise project teams, staffing projects based on skills and availability of team members and adapting to changing priorities
- Ensure processes and tools of the Consultancy & Services team are used appropriately and streamlined when possible
- Treat, sort and compile data to facilitate KPI analysis
- Coordinate the onboarding process of our new consultants
- Support the development and update of training plans and programs based on ongoing experience, process metrics and feedback from employees
- Participate in staff performance discussions and development process

Your profile

- A Master's degree, ideally in Business Administration, Political Sciences, Environmental Sciences, Sustainability, or related disciplines
- At least 5 years of work experience
- Experience with highly-detailed tasks
- Administrative experience necessary
- Experience in working in small teams, ideally within an international and multicultural context
- Excellent oral and written command of English is essential
- Ability to identify gaps and design/enhance processes, tools and guidance to address them



- Advanced controlling and organisation skills to ensure proper use of processes and tools
- 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

- 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.