



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 and Office Manager (100%) based in London, United Kingdom

We are looking for an enthusiastic and energetic HR Assistant and Office Manager to join our London office. As an HR Assistant, you will be part of our global HR team, where you will support all aspects of the HR Operations and administration across the entire employee life-cycle, such as recruitment, hiring, onboarding, offer letters and contracts, payroll, systems, policies and processes. You will be mainly focusing on supporting our London office, but will also be supporting global HR initiatives. In addition, you will also be the Office Manager of our growing London office and ensure that the office is running smoothly. If you are an organisational talent and would like to work in a dynamic and international company with a purpose, then this might be your new challenge you are looking for.

Tasks and responsibilities

HR (80%)

- Ensure a smooth coordination of the recruitment process alongside the local HR representatives:
 - o Drafting new job ads
 - o Publishing open positions on internal and external websites
 - o Screening CVs
 - o Coordinating technical tests
 - o Scheduling interviews with candidates
 - o Answering candidates' inquiries
 - o Managing relevant internal stakeholders in the process accordingly
- Coordinate the new hire process- preparing offer letters and employment contracts, organising induction weeks and ensuring a smooth onboarding process, enrolling new hires in all relevant schemes, etc.
- Manage the leavers' process - writing reference letters and other relevant correspondence, informing employees of the applicable terms and conditions of their departure, etc.
- Coordinate the monthly payroll alongside the HR Specialist
- Maintain and update global HR & employee documentation
- Answer internal queries from employees regarding HR policies and procedures
- Issue employment confirmations
- Support work visas and work permit processes
- Contribute to the creation of HR policies
- Support various global and local HR projects

Office Management (20%)

- Providing support with payroll administration
- General office management (organising office supplies, communicating and attending to guests and visitors, etc.)



- Assisting in travel arrangements
- Organise internal events such as office outings, sports activities or after work meet-ups
- Be the bridge between the London office and other European offices

Your profile

- Degree in Business Administration, HR or similar
- Some previous work experience in the field of Human Resources, Administration, or other relevant experience
- Excellent command of English any other languages are a plus
- Ability to manage multiple priorities simultaneously whilst keeping strong attention to detail
- Excellent organisational skills and ability to be productive and efficient in a fast-paced environment
- Positive can-do attitude
- Interest for developing in a people-focused profession
- Natural adaptability to 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.