



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

Contract Specialist (100%) based in Amsterdam or Berlin

As a contract specialist you will support the business throughout the sales and contracting process to provide effective and efficient contract support to internal stakeholders while also mitigating any potential risks to the company. You will be working with colleagues based in different countries and review English as well as German contracts. If you are not afraid to dive into contracts to review and assist in the risk assessment of them, then this is the role that you are looking for.

Tasks and responsibilities

- Reviewing of contracts, e.g. NDAs, service agreements, subcontracts, sales and purchase agreements, based on South Pole's defined standard
- Collaborating closely with senior members of the team and/or legal team to resolve complex matters
- Assist with risk assessments of proposed contractual terms and conditions, with recommendations to minimise potential risk to the business
- Support the sales team with requests for proposal requirements
- Establish new and improve existing contracting and sales processes within the business
- Support with training and guiding internal business stakeholders (especially sales) on contracting policies and procedures
- Ad hoc duties assigned by manager

Your profile

- A Bachelor's degree in Law or related disciplines
- A minimum of 3 years of working experience as a contracts specialist, contracts assistant or similar position
- Excellent written and oral command of German and English. Other (European) languages is of advantage
- Ability to multitask, to prioritise tasks and to manage time efficiently
- Ability to work autonomously on own initiatives
- Sound judgement in balancing business and commercial needs, and potential risks/exposures with counterparty requirements
- Accuracy and precise attention to detail

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 professional experts all 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.