



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

Accounts Receivable Assistant (100%) based in Zurich, Switzerland

As an Accounts Receivable Assistant, you are fully responsible for the process of accounts receivables in Switzerland. In coordination with other South Pole employees across the globe, you ensure accurate and timely management of all related transactions. The position stands out by the possibility to learn on the job and the ability to gain new skills as you grow in your role. In addition, you assist in closings, are involved in specific accounting projects and collaborate in process improvements, amongst others. Join us to become part of our motivated and diverse team of finance experts.

Tasks and responsibilities

- Administer accounts receivables process independently
- Collaboration in the dunning process
- Liaise with Project Managers on various client matters
- Deputy for the Accounts Payable specialist and office manager
- Actively support the finance team with monthly, quarterly and annual closing

Your profile

- Federal diploma of commercial apprenticeship (M-Profil), or comparable education
- Relevant experience in the field of accounting is a plus
- High-energy, flexible and responsive working style
- Advanced computer skills, particularly in Microsoft Excel
- Swiss national, or holder of a valid work permit in Switzerland

We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit working with dedicated and enthusiastic people
- Benefits like support for further education, 27 days of vacation, flexible working hours and many more

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.