



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

Junior Registry Manager (100%) based in Medellín or Bogotá, Colombia

Over the last 12 years, South Pole has delivered over 170 million carbon credits and over 140 thousand renewable energy certificates. Management of our accounts in the carbon credit and REC trading registries, as well as our inventory in our internal tracking tool is a key aspect of both the supply and sales side of South Pole's business. In this role you will be working within our Portfolio Management team and your responsibilities will extend to all registry-related activities, such as ensuring efficient and accurate delivery of carbon credits and RECs to our broad base of clients, and coordinating with our Project Development team for project compliance, registration and issuance. A successful candidate will be exceptionally detail oriented and be an apt communicator across time-zones, cultures and teams.

On the other hand, you will be supporting the administration and logistics of the Commercial team, defining and measuring annual, semester, quarterly and monthly key performance parameters as well as planning strategy review meetings. Your work will greatly impact the stability, fluidity, efficiency and consistency of the Commercial team, especially regarding the Colombian Carbon Tax Market.

Tasks and responsibilities

Registry & process management (80%)

- Ensure client satisfaction by executing timely, accurate and efficient carbon credit and REC deliveries
- Management of carbon credit and REC inventories in international certificate trading registries and in the company's internal tracking tool
- Ensure effective and efficient coordination with sales managers, technical implementation teams and accounting
- Contribute to internal certificate management process development and improvement
- Actively track regulatory changes and advise project managers of the requirement for worldwide compliance as needed
- Data maintenance and regular reconciliations of our accounts

In a general role (20%)

- Complete knowledge of the ERPA agreements that are signed with the projects that have available carbon credits to deliver to purchasers
- Be aware of the status of the existing projects' implementation stage and support project managers in any help they may need to strengthen and maintain relations with the project owners
- Coordination of carbon credit radication processes at the Ministry of Environment for purchasers
- Support in the creation, generation, implementation and monitoring of key performance indicators and annual, semester, quarterly and monthly objectives of the area



Your profile

- University degree or higher in Business Administration or some other relevant discipline is required
- Experience in areas related to the environment and sustainability
- Technical expertise, or a professional theoretical and conceptual knowledge and understanding
- Research and analysis skills, including budget tracking, financial forecasting, and project evaluation and monitoring
- Detail oriented, with abilities in data processing and merging (CSV files, excel, google sheets), as well as in the use of statistical analysis platforms like Python and R for Data Science
- Ability to work on Excel and Google sheets with dynamic tables and formulas
- Ability to create high quality written documents (proposals and deliverables)
- Ability to work on assignments that are diverse in nature, applying company policies, processes and procedures to resolve a variety of issues
- Excellent abilities in organization and administration and ability to work effectively in a fast-paced, stressful environment
- Ability to prioritize tasks and support program implementation while ensuring adherence to required policies and protocols
- Can solve basic problems independently and receives only general instructions on new assignments or projects
- Excellent oral and written command of Spanish and English
- Ability to manage relationships and inter-institutional coordination
- Some flexibility with regards to working hours
- Proactive and problem solving approach to work

We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit working with dedicated and enthusiastic people
- The opportunity to use your skills, experience and enthusiasm to help a growing company with big ambition

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.