

JOB DESCRIPTION

Position Title: Executive Assistant, Singapore
Reports to: CEO & HR & Admin Manager, WWF Singapore
Location: Singapore

- I. **Mission of WWF Singapore:** To ensure a high performing WWF office with efficient operating systems, professional and skilled staff, and strong financial resources. WWF Singapore's focus is on delivering corporate responsibility partnerships, individual/ major donor fundraising and community engagement for WWF's priority conservation activities in Singapore and the rest of WWF's global network.
- II. **Major Functions:** Personal assistant to the CEO and assist in day-to-day office administrative support to all employees in the organisation.
- III. **Major Duties and Responsibilities**
 - Consolidating administrative invoices.
 - Assist in all office administrative tasks and ensure compliance with WWF established policies and procedures and Singapore's legal, fiscal and statutory requirements.
 - Perform reception duties, address all general inquiries and attend to office security matters.
 - Managing regulatory and statutory compliance.
 - To assist all HODs in preparation and submission of their expenses claim.
 - To be a team member of HR and Admin department and be part in achieving the admin department deliverables.
 - Complete a broad administrative tasks for CEO office including managing an extremely active calendar for appointments, meetings, and travel arrangements.
 - Plan, co-ordinate and follow up to ensure the CEO's schedule is followed and be respected.
 - Provides 'gate-keeper' and 'gate-away' role creating a win-win situation for direct access to CEO's time and office.
 - Manages CEO expense report and claim.
 - Works closely and effectively with CEO to keep her well informed of upcoming responsibility/ commitment, following up appropriately and proactively.
 - Take dictation and minutes and accurately enter data.
 - Provide full support to the CEO of WWF Singapore.
 - Act as the backup for the receptionist duties when Admin Executive is not in office.

IV. Profile

Required Qualifications:

- O Level/NITEC/Higher NITEC or Diploma in Business Administration, Commerce or other relevant studies.
- 2-3 years working experience in a similar capacity.
- Added advantage if available immediate or within short-notice.

Required Skills and Competencies:

- Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, outside donor and vendors.
- Sensitivity to confidential matters may be required.
- Good organisation and interpersonal skills with ability to function in a multi-cultural environment.

- Flexible, resourceful and able to perform despite tight schedules.
- Good organisation and interpersonal skills with ability to function in a multi-cultural environment.
- Has a strong stakeholder focus and service-oriented attitude.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships

Internal: Works closely with CEO, HR and Admin Manager, HR Executive and all staff of WWF Singapore

External: Coordinates with suppliers and vendors, visitors, guests and WWF Singapore and International Members.