

JOB DESCRIPTION

Position title: Executive Assistant to Director - Marketing & Comms

Reports to: Executive Director, Communications & Marketing

Date: October 2016

I. Mission of the department

- To engage audiences across the globe to accelerate conservation impact and to build the WWF brand.
- To ensure a coherent 'One Brand, One Voice' by integrating and supporting the communications functions across the network (Practices, Nos and POs)
- To facilitate and coordinate the development and alignment to a global brand and communications strategy
- To provide a Centre of Excellence to the Network and convene the Communications Community in terms of communications practice, coordination across Practices, techniques, platforms and digital media
- To provide common technology platforms Network-wide to enable communication with the audience.

II. Major functions

Assists the Communications and Marketing Executive Director in the day-to-day management of the Communications and Marketing Department and manages communications and marketing projects as assigned by the Executive Director. Carries out a number of key administrative duties for the Department. Operates and performs with considerable independence, diversified secretarial duties using initiative and judgement and with knowledge of the organization's matters. Supports the Communications and Marketing Executive Director in the fulfilment and execution of duties, both to ensure an effective managing of the Communications and Marketing Department, and to liaise effectively with other WWF International Divisions, Practices and WWF National Organisations, Programme Offices and Associates as well as external partners and suppliers.

III. Major duties and responsibilities

- Organises and prioritises agenda, meetings and appointments and endeavours to streamline supervisor's workload.
- Provides support for meetings and conferences including coordinating, travel arrangements, preparing all relevant documents related to travel, meetings or specific subjects the supervisor is working on.
- Edits correspondence, reports and documents, maintains filing system.
- Creates spreadsheets and presentations.

- Answers and screens inquiries e-mail and correspondence independently where possible, based on familiarity with subject matter, and refers others to appropriate staff member or department.
- Manages special communications projects in close relationship with Communications and Marketing Executive Director.
- Undertakes other tasks as assigned and carries out duties relying on own initiative and independent action to assist supervisor with scheduling and completing work assignments.
- Organise travel/accommodation, including negotiating fares, visas, costs, air-mile/CO² calculations and itineraries.

IV. Profile

Required qualifications

- Secretarial/Administration diploma from a commercial college or equivalent.
- At least 3-5 years relevant experience as secretary/Assistant, preferably in the area of communications/marketing/media.

Required skills and competencies

- Attentive to detail and follow-up with excellent organisation and prioritisation skill; efficiency;
- Excellent communication skills, empathy and people-oriented;
- Diplomacy and capacity to take initiative and work as part of a team;
- Ability to research information and synthesize it;
- Excellent computer skills with expertise in MS Office as well as a working knowledge of collaborative platforms (Google Drive, Webex);
- Strong oral and written communication skills in both English and French;
- Interest in conservation and modern communications;
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

V. Working relationships

Internal – Reports to and work with the Director of Communications, interacts regularly with NO Communications Directors and all other staff as required in fulfilment of duties.

External – Interacts with partners, representatives, visitors, travel agencies, embassies, hotels etc. as required in fulfilment of duties.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Interested applicants can email a cover letter and CV in English to hr@wwf.sg by October 20.