JOB DESCRIPTION

Position Title: HR & Admin Executive, Singapore

Reports to: Human Resource Manager, WWF Singapore

Location: Singapore

Date: January 2016

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: To provide day-to-day administrative support in the implementation of human resource policies, procedures, and ensure smooth office operations in WWF Singapore.

III. Major Duties and Responsibilities

Human Resources
• Handle recruitment process such as posting advertisement, phone screening for shortlisting, arranging interview, employment contracts and etc aligned with local regulations, Company policies and procedures.
• Monitor the implementation of HR policies and procedures followed by managers and staff.
• Manage the work pass applications (WP/SPass/EP) and status including monitor of the expiry dates.
• Prepare confirmation letters, and monitor contract expiry for renewals.
• Update and manage employee records.
• Perform other duties as assigned.

Administrative
• Oversee all administrative tasks in the office compliance with WWF established policies and procedures and Singapore's legal, fiscal and statutory requirements.
• Assist in securing necessary permits for the WWF Singapore office, staff and consultants, as required.
• Acquire and maintain office furnishing, equipment and supplies, and provides administrative support for the maintenance of the telephone, communication and computing system.
• Establish and maintain appropriate filing and information flow systems including filing of MOUs and vendor contracts.
• Coordinate and provide administrative support for quarterly Board meetings.
• Provide administrative support for the CEO such as meeting scheduling and travel arrangements.
• Manage and provide administrative support to market WWF merchandise store.
• Perform reception duties, address all general inquiries and attend to office security matters.

IV. Profile

Required Qualifications:

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• Degree or Diploma in Human Resources.
• 3-4 years working experience in a similar capacity.
• Added advanage if available immediate or within short-notice.

Required Skills and Competencies:

• Thorough understanding of Singapore labour and employment laws.
• Good computer skills in spreadsheets and word processing.
• Good organisation and interpersonal skills with ability to function in a multi-cultural environment.
• Fluent spoken and written English.
• Flexible, resourceful and able to perform despite tight schedules.
• A high level individual who is independent, proactive, with good attitude and mindset.
• Must take initiative to complete task assigned.
• Has a strong stakeholder focus and service-oriented attitude.
• Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.
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V. Working Relationships

Internal: Works closely with CEO, HR Manager, Regional HR Partner- Asia Pacific, Head of Finance and Admin, Accounts Executive, Marketing team and all staff of WWF Singapore and Earth Hour Global

External: Coordinates with suppliers and vendors, visitors, guests and WWF members in Singapore. Engages with HR service providers and suppliers on HR systems, payroll, insurance, training and development.

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 with the subject line "HR & Admin Executive". Deadline for applications: 29 February 2016.