

## **JOB DESCRIPTION**

<b>Position title:</b>	<b>Assistant Marketing &amp; Sales Manager</b>
<b>Reports to:</b>	<b>Chief, Strategic Communications &amp; External Relations WWFS</b>
<b>Date, Hosting:</b>	<b>March 2018 onwards, Singapore</b>

### Major Functions:

The Assistant Marketing & Sales Manager spearheads innovative projects to drive communications or income objectives.

- Leading the marketing aspects of WWF publications like “Panda Junior” or the “WWF Cookbook”. Overseas profit and loss, drives advertisement partnerships, responsible for marketing campaigns and prove of concept.
- Drive forward planning and project management of unique content partnerships like “Into the Wild”. The Assistant Manager forms and oversees media and advertisement partnerships, identifies and drives further opportunities for shared value partnerships in marketing, content or communications.
- The job holder needs to be proactively engaging and coordinating across multi stakeholders both within and outside of WWF.
- Assists the Chief, Strategic Communications and External Relations in the day-to-day management and implementation of the projects and initiatives and manages communications and marketing projects as assigned by the Chief, Strategic Communications and External Relations.
- The role will also need to take on other key strategic projects as required by the Chief, Strategic Communications and External Relations

### Required qualifications

- 3-5 years professional experience in a marketing or sales role
- A degree in management, business administration, marketing or a relevant field is an advantage
- Proven success in the development of new business / sales.

### Required skills and competencies

- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Able to perform in cross-functional team and job responsibilities.

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 and emergence of other special projects.

Interested candidates should email a CV and a cover letter to [hr@wwf.sg](mailto:hr@wwf.sg). Please indicate the position being applied for in the subject line.