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## **JOB DESCRIPTION**

**Position Title:** Recruitment Coordinator , Singapore  
**Reports to:** Human Resource Executive WWF Singapore  
**Location:** Singapore  
**Date:** January 2019

**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:** The Recruitment Coordinator supports the end-to-end recruitment process for WWF Singapore which are aligned to the WWF International Global HR Policies and Procedures.

### **III. Major Duties and Responsibilities**

- Manage the end to end recruitment cycle from posting, sourcing to on boarding of talent.
- Advise and support Hiring Manager through the recruitment process.
- Manage communications with potential candidates in talent pools in a timely and appropriate manner.
- Maintain current candidate networks pools and building a new channel for hiring pipeline
- Undertake direct sourcing via LinkedIn and other appropriate networking channels.
- Make arrangements for appropriate on-boarding, ensure accurate reporting at all stages via regular reports
- Work with on-site recruiters (if any) to ensure quality candidates and timely communications with the hiring managers
- Manage exit formalities for all consultants
- Ensure timely notification and updates on contract renewals for consultants.
- Perform other duties as required

### **IV. Profile**

#### **Required Qualifications:**

- Degree or Diploma, with specialisation in Human Resources
- 1 year of relevant experience
- Prior experience in recruitment is a must.

#### **Required Skills and Competencies:**

- Good understanding of Singapore labor and employment laws
- Ability to work on own initiative with minimum supervision
- Excellent interpersonal skills and exposure to working within a multi-cultural environment
- Good oral and written communication skills in English
- Interest in conservation
- Adheres to WWF's values which are: Knowledgeable, Optimistic, Determined and Engaging.

## **V. Working Relationships**

**Internal:** Works closely with the HR Manager, HR Executive/Recruiter and all staff of WWF Singapore and Earth Hour Global

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.

We may also disclose personal data about you to our affiliates in the network in order to manage our relationship with you