WWF *for a living planet*®

JOB DESCRIPTION

Position title:	Operations Executive
Reports to:	Executive Director, Earth Hour Global
Supervises:	n/a
Location:	Singapore
Date:	July 2012

I. **Mission of the Department:** To ensure a high-performing central Earth Hour Global team enabling the global execution and growth of the Earth Hour campaign and mission, "Uniting people to protect the planet". To develop a secure financial and operating base from which to develop EH around the world.

II. **Major Functions:** The Operations Executive is responsible for administrative support to the Executive Director and the Earth Hour Global team. Schedule management and PA duties to the Executive Director will amount to approximately 40% of the workload, while ad-hoc administrative support and internal coordination with WWF and volunteer offices across the world will account for the remainder of the duties.

III. **Major Duties and Responsibilities:**

- Facilitates correspondence on the Executive Director's behalf and manage his e-mail inbox while exercising initiative, discretion and confidentiality
- Provides administrative support for the Executive Director, Earth Hour Global including travel bookings, scheduling, processing expense claims and invoice approvals and taking accurate meeting minutes
- Provides administrative support for Earth Hour Global activities including preparing logistical requirements for events and meetings and organizing bookings
- Assists with managing the office electronic filing system
- Liaises with internal WWF and volunteer offices across the world, faciliate request and queries through the Earth Hour Global intranet
- Oversees administrative tasks in the office in accordance with WWF established policies and procedures and with Singapore's legal, fiscal and statutory requirements
- Supports the Earth Hour Global team with ad-hoc administrative duties which may include research and writing, database management and scheduling
- Manages volunteers and interns as necessary to achieve position objectives
- Performs other duties as required

IV. **Profile:**

Required Qualifications

- At least three years' working experience in a similar capacity
- Minimum G.C.E. A Level (college)

Required Skills and Competencies

- Highly organized with a keen attention to detail
- An open and participatory style that encourages creativity, cooperation and sharing of information across different departments
- Flexibility and adaptability to a fast-paced working environment
- Demonstrated high level of written and oral English communication skills
- Keen interest in social media
- Good computer skills in spreadsheets and word processing

- Demonstrated flexible attitude and ability to work both autonomously and as part of the team
- Has a strong stakeholder focus and service-oriented attitude
- A strong interest in Earth Hour's mission
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined* and *Engaging.*

V. Working Relationships:

Internal – Works closely with the Executive Director, Director of Technology, and the Earth Hour Global team based in Singapore.
External – As part of a global team, the Operations Executive interacts with more than 152 country/territory teams of varying experience and resources from WWF national offices and non-WWF community groups that carry Earth Hour's mission all over the world. Works with suppliers, vendors and Earth Hour supporters based in and out of Singapore.

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 should submit a CV and cover letter to hr@wwf.sg by 15 August 2012.