

Position title: Operations Executive/ P.A.
Reports to: CEO & Co-Founder, Earth Hour Global
Location: Singapore
Date: April 2013

JOB DESCRIPTION

Mission of the Department: To ensure a high-performing Earth Hour Global team enabling the global execution and growth of the Earth Hour campaign and mission, “Uniting people to protect the planet”.

Major Functions: The Operations Executive is responsible for administrative support to the CEO and administration management to the Earth Hour Global team. Schedule management and PA duties to the CEO will amount to approximately 60% of the workload, while ad-hoc administrative management and internal coordination with WWF will account for the remainder of the duties.

Major Duties and Responsibilities:

- Facilitates correspondence on the CEO’s behalf and manage his e-mail inbox while exercising initiative, discretion and confidentiality
- Provides administrative support for the CEO, including travel bookings, calendar scheduling, processing expense claims and invoice approvals and taking accurate meeting minutes
- Provides administrative management for Earth Hour Global activities, including preparing logistical requirements for events and meetings and organizing bookings
- Assist the Finance team with budget administration, and implementation of priorities and procedures relating to financial budget, accounting, and/or payroll
- Oversees Human Resources and 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
- Performs other duties as required

Profile:

Required Qualifications

- Minimum GCE ‘O’ or ‘A’ Levels
- At least three to five years’ working experience in a similar capacity

Required Skills and Competencies:

- Time management skills
- Superior Organisation Skills
- Demonstrated ability to multi-task and work under pressure
- Flexibility and adaptability to a fast-paced working environment

Earth Hour Global

354 Tanglin Road, #03-11 Tanglin International Centre, Singapore 247672

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Website: <http://www.earthhour.org>

Twitter: @earthhour

Facebook: www.facebook.com/earthhour

- Impeccable etiquette and the ability to manage requirements of multiple executives in a fast paced environment
- Conscientious and detail-minded
- Strong planning and organisation skills
- Able to work independently with minimum supervision
- Demonstrated high level of written and oral English communication skills
- Good computer skills in spreadsheets and word processing
- A strong interest in Earth Hour's mission

Only Singaporeans and PRs may apply

Working Relationships:

Internal – Works closely with CEO and the staff of Earth Hour Global team

External – Works closely with CEO's corporate contacts, 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 applicant should email a latest and updated CV and cover letter to hr@wwf.sg. Please indicate the position being applied for in the subject line.

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