Office Manager/Exec Assistant - TEEB for Business Coalition

We are looking for a self starter, experienced office manager/executive assistant to support the newly established TEEB (The Economics of Ecosystems and Biodiversity) for Business Coalition team in Singapore.

The goal of TEEB for Business Coalition is to achieve a shift in corporate behaviour to preserve and enhance rather than deplete our natural capital. To achieve this, the Coalition will bring together global stakeholders to study and standardise methods for natural capital accounting to enable its valuation and reporting in business. The Coalition has been initiated by The Institute of Chartered Accountants in England and Wales (ICAEW), H.R.H The Prince of Wales’ Accounting for Sustainability Project, International Union for Conservation of Nature (IUCN), WWF-UK, Economic Development Board of Singapore, Conservation International, the Global Reporting Initiative, Global Initiatives and other leading institutions under the leadership of Pavan Sukhdev, head of the groundbreaking G8 and UN supported TEEB programme. The Coalition is a Not for Profit organisation, launching in November 2012 and has cornerstone funding from the Gordon and Betty Moore Foundation, and from both the UK and Singaporean Governments.

Based in: Singapore

Reporting to: the Director TEEB for Business Coalition

Interviews to take place in Singapore: W/C 5 November 2012

Salary: Negotiable

Overall purpose of the role: The Office Manager will be responsible for:-

- providing executive assistant support to the Director and Chairman of the Coalition
- managing the Singapore office activities.

Main Responsibilities:

- Manage the office supports including managing the Director and Chairs diaries, making travel booking, setting up meetings in the office or by video conferencing
- Office receptionist
- Updating Coalition website and the Coalition members database
- Supporting the Director and Communications Manager on outreach and events planning
- Supporting the Director and Communications Manager to prepare publications and meetings preparation e.g. preparing Word/pdf documents and Powerpoint slides.
- Work independently to plan, coordinate and organise projects.
• Support the Director in developing and maintaining systems and procedures for internal operations including purchasing, HR, PR, governance reporting and project management
• Supporting the Director in liaising with our support services providers e.g. payroll, accountants and lawyers.

Requirements:

The successful candidate should be able to demonstrate the following:

• Proven track record as an office manager/director level executive assistant
• Proven managerial and operational skills
• Bachelor’s degree in Business Administration or similar
• High level of IT literacy and the ability to trouble-shoot technical problems.
• Extensive experience in using Microsoft Office tools (Outlook, Word, Excel, Powerpoint), Adobe, managing diaries, making travel plans, updating websites (e.g. Wordpress), using video conferencing/other AV equipment and database management
• Excellent communication skills

The successful candidate should possess the following characteristics:

• Self starter essential as the Director and Chair will travel extensively
• Ability to prioritise, be flexible and adaptable to quickly changing requirements
• Driven
• Strong problem-solving and decision-making capabilities and attributes
• English speaker and knowledge of one/more Singapore recognised languages - Malay, Chinese and Tamil - an advantage

To apply: Send your CV & one page cover letter to dorothymaxwell@teebforbusiness.org by 02 November 2012.