



WE ARE HIRING!



Greetings from WWF-Malaysia

Join our Panda family

WWF-Malaysia's Education for Sustainable Development (ESD) team is looking for talent who could work with us **part-time** for **2.5 months** from **mid-April to June 2021** with possible long-term career opportunities. If your application is successful, you will be based in WWF-Malaysia HQ office in Petaling Jaya.

Programme Administrator

Your tasks are as below (but not restricted to) :

- Provide administrative support to ensure efficient operation of the Education for Sustainable Development Programme (Formal Education System).
- Supports managers and team members through a variety of administrative tasks related to the programme and communication.
- Assist in document preparation, editing, proofreading of documents and print, for instance minute of meetings, draft letters, and printing certificates/documents.
- Assist in vendors sourcing and liaise with procurement and finance team, this includes preparing purchase request, purchase order, travel requisition and follow up on progress (ie. Procurement process and payment).
- Assist and provide communications or general support for Eco-Schools & FEE EcoCampus Programmes' registration process and updating database, reply inquiries via ESD webpage.
- Assist in any other work required by Manager as and when needed.

We seek those having these requirements :

- Proven admin or assistant experience.
- Knowledge of office management systems and procedures.
- Excellent time management skills and ability to multi-task and prioritise work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and G Suite.
- Excellent verbal and written English is a pre-requisite. Additional command of Bahasa Malaysia/Mandarin would be an advantage.
- General understanding of WWF-Malaysia and conservation.

If you think you're got what it takes, drop your CV at sjamil@wwf.org.my.

Submission deadline : 11th April 2021 (Sunday).

Feel free to also distribute this to your friends and family who you think could fit the job. Thanks all and looking forward to receiving your CVs!