



Marketing, Communications and Events Manager GRI ASEAN Network

Start Date: A.S.A.P., 40 hrs p/w.
Salary: SG\$62,400 per annum
Location: Singapore
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

Join GRI's ASEAN Regional Network out of Singapore, where your role as Marketing, Communications and Events Manager plays an essential part in increasing awareness and uptake of sustainability reporting while driving revenue growth and supporting go to market efforts.

As a member of the GRI ASEAN Team, and in close collaboration with your line manager, you will be responsible for developing and implementing a results-driven, multi-platform marketing and communications plan in alignment with ASEAN Regional Networks strategic ambition and GRI's global mission. You will plan and execute all regional events, both virtual and in-person, to promote the GRI ASEAN Regional Network and expand and deepen its engagement activities.

A successful candidate will be practical and possesses hands-on mentality with strong marketing and communication skills and a drive to cater to market needs. We expect you to self-direct your workload and ensure the smooth implementation of tasks/projects through your excellent planning and organizing skills.

You will report to the Head of GRI ASEAN Regional Hub based in Singapore and work closely with the other members of the ASEAN team and on a global scale.

The GRI ASEAN Network oversees GRI's work in the region by working closely with reporting organizations, capital markets, intermediaries, governments, civil society and other stakeholders to provide support in the ESG disclosures in the region. GRI ASEAN is active in Singapore, Indonesia, Malaysia, Thailand, Philippines, and Vietnam.

Job responsibilities

- Oversee event planning, coordinating & management, both virtual and in-person, which includes smooth execution of events, manage event logistics, resources and suppliers, and prepare post-event follow up;
- Manage the development and implementation of all marketing and communication, including planning, messaging, delivery and follow up;
- Take the lead in the planning and execution of GRI Conference 2023 (in-person) in Singapore and other important launches and events;
- Coordinate the development and implementation of communication tools and activities based on agreed strategies and in cooperation with GRI ASEAN Team and the global communications team;
- Support the line manager in the preparation and development of tasks/projects/concepts and budgets;
- Connect with internal and external contacts to ensure smooth tasks/project/concepts implementation independently and from own initiative, within the boundaries set by the departmental budget and principles;
- Manage and safeguard the correct use of GRI brand assets internally and externally (agencies / 3rd parties/designers etc.) and develops additional templates to support organizational needs;



Key competencies / Requirements

- Fluency in written and spoken English, and at least one ASEAN language are a plus;
- Proven track record of successful marketing, communications, and events planning and implementation;
- Proven work experience as a Marketing, Communications and/or Events Manager;
- Proven track record of project management and monitoring skills;
- Sharp communication (both verbal and written) and listening skills;
- Ability to multitask and enjoys working in a fast-paced workplace;
- Confident decision maker but flexible to changes;
- Market driven and customer oriented;
- Able to work in an international and multi-cultural setting.

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 11 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today more than 10,000 organizations, including 78% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 25 years ago. In addition, our standards are referenced explicitly in 248 policies of governments, regulators, and stock exchanges in 85 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply

Interested candidates eligible to live and work in Singapore are invited to **submit their resume and letter of interest, in English** to apply@gri.recruitee.com. The deadline to submit an application is **12.00 noon on 30 June 2023**. GRI appreciates all expressions of interest. However, only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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