

Business for Good

As the COVID-19 pandemic shakes the world, more businesses are rethinking their purpose and reflecting on their capacities to create positive social impact. With societal needs becoming a driving force behind businesses, corporates are part of the solution to social challenges while sustaining their businesses. New mindsets are required to look at how business functions address community needs. Through the programme, young talents will be trained to formulate and execute on corporate social responsibility (CSR) initiatives that support business' strategic direction.

Corporate Responsibility Assistant

Purpose

- Supports businesses' formulation and execution of CSR as well as stakeholders and employees engagement initiatives to deliver positive impact on society
- Contributes to corporates' creation of shared value by enabling business functions' long-term success in the community

Job Duties

- Assist in planning and executing of CSR and employee engagement initiatives
- Assist in promoting CSR activities, Sustainability initiatives and/or other projects through online platforms
- Assist in conducting research on particular topics, e.g. charity and community initiatives
- Communicate with internal and external stakeholders for project implementation and promotions
- Participate and contribute ideas on new CSR and Sustainability initiatives
- Assist in content development of corporate publications and reports, e.g. CSR news
- Support other functions and duties as assigned by the department

Values

- Responsibility
- Creativity
- Concern for others

Attitudes

- Details oriented
- Initiative
- Cooperative

Skills

- Active learning skills
- Planning / organisation skills
- Interpersonal skills

Knowledge

- Knowledge related to Communications and Media
- Knowledge related to Sales and Marketing
- Knowledge related to Computers and Electronics