



Business Support Officer- San Francisco office

New Forests is a global specialist forestry, rural land and environmental investment management company headquartered in Sydney, Australia, with offices in San Francisco and Singapore.

We are looking for a Business Support Officer to work as part of our US-based team, with direct reporting to the Associate Director of Finance, New Forests US. In this varied role, you will be primarily responsible for the provision of administrative support for the San Francisco office. You will be given exposure across a number of areas of the business, which will ensure that you are challenged every day.

To be successful in this role, you will be a self-motivated individual who thrives on working in a team environment towards a common goal. You will have a very strong attention to detail, diplomacy and the ability to work independently.

Your responsibilities will include, but are not limited to:

- General office administration including: developing & managing filing & document control processes; managing and ordering office supplies and other procurement tasks; facilities management; compliance duties such as SF city licensing, CA state company filings, staff notices; managing stationary, office equipment & plants; providing basic IT support & assisting with IT project roll outs
- Managing the office reception including: responding to & directing company inquiries, calls & deliveries; meeting and greeting, as first contact in the office
- Managing meeting room bookings via Outlook; set up and pack up of rooms
- Organising internal and external events, conferences, tours and special projects
- Assisting with international and domestic travel arrangements including itinerary management, policy compliance, group travel and investor tours
- Preparing and arranging materials for marketing trips, pitch books, bulk mailouts, and clients
- Accounts Payable process management including collating invoices, obtaining approval, sending to AP in Sydney for processing etc.
- Managing the expense claim process including preparing some expense claims & providing training and instruction to other staff to assist completion
- Managing the new employee induction process
- Liaising with both Sydney & Singapore business support teams, in regard to corporate initiatives & cross border activities.

Experience & skills required:

- Excellent time management & organisational skills; the ability to prioritise effectively
- Excellent written and verbal communication skills
- Ability to develop solutions for management approval, with strong execution and follow up

- Relevant administration certificate or qualifications and/or previous experience of 3-5 years in a corporate reception or administration role
- Must have good Microsoft Office skills including Outlook, Word, Excel
- A positive, can do attitude
- Punctual, professional and outgoing personality that likes to assist people
- Ability to build strong relationships, work within a small team environment & with different levels of people across the organisation
- Ability to multitask, using your initiative and adapting to changing situations that require foresight
- Capable of maintaining positive, calm demeanour during busy periods
- Alignment to business and environmental impact mission of New Forests, a plus

What can we offer?

The environment is busy and supportive, and the team is professional but relaxed. If you join us you would be joining a growing, fast paced business which is an environmental & sustainable leader in forestry investment and carbon trading. You will also be working with professionals who are passionate about their work!

This is a fantastic opportunity for a strong all-round administrator to expand their career.

To Apply

Please apply by sending a cover letter and resume explaining your interest in and qualifications for the position, in PDF format to careers@newforests.com.au