



## **Corporate Services Officer (Part time 20 hours per week) - Sydney**

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 Commerce and/or Law student to undertake the above role. As part of our Australian based Legal Risk & Compliance team, this role will support both the Legal, Risk and Compliance team and the Finance team. In this role, you will be given exposure across a number of areas of the business, which will ensure that you are challenged every day and given the opportunity to acquire more responsibility, over time.

To be successful in New Forests you will be a self-motivated individual who thrives on working in a team environment towards a common goal. You will have very strong attention to detail, superior verbal & written communication skills and the ability to work independently. As you will be assisting with corporate information, complete and utter discretion, confidentiality and trust is essential.

Reporting to the General Counsel, your responsibilities will include:

- Supporting Legal, Risk and Compliance with administration and research tasks
- Updating training registers and the contract management data base
- Finance special projects
- Supporting the Company Secretary on governance related matters, including updating and maintaining statutory registers, as required.

### **Experience & skills required:**

We are looking for an enthusiastic, driven and self-directed person with the following skills:

#### Technical

- Some administration experience is desirable, but not essential
- Excellent Microsoft Office skills including Outlook, Word, Excel
- Ideally has, or can develop, Adobe Professional and/or PowerPoint skills
- Superior time management and organisational skills

Personal:

- A positive, can do attitude
- Strong analytical skills; Highly motivated and disciplined in your approach to processes and procedures
- Flexibility towards extra hours during university holidays, as required
- Ability to build strong relationships, in a variety of environments and with different levels of people
- Ability to think outside the box
- Ability to adapt to change quickly and effectively
- Multi-task focus, with a capability to ensure the completion of a number of complex and competing tasks and objectives
- Capable of maintaining positive, calm demeanour during busy periods

**What can we offer?**

This is an interesting and varied hands-on role, ideal for a student looking for an exciting and challenging entry level position within the Corporate Services space. Our 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. You will also be working with professionals who are passionate about their work!

**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](mailto:careers@newforests.com.au)

