



Assistant Company Secretary (Based in Sydney, Australia)

Short-term Contract position – approx. 3 months commencing early August 2019

New Forests is a real assets investment manager offering leading edge strategies in forestry, land management, and conservation. Our business mission is to manage sustainable landscapes for production and conservation and to generate shared value for our clients and the communities where we operate. Founded in 2005, we offer institutional investors dedicated investment strategies in the United States, Australia-New Zealand, and Southeast Asia and have almost AUD 5 billion in assets under management. Our assets include sustainable timber plantations, rural land, infrastructure, and conservation investments related to ecosystem restoration and protection. New Forests has a track record of excellent returns and has a pool of long-term, blue-chip institutional clients from around the world. New Forests is headquartered in Sydney, Australia, with offices in San Francisco, Singapore, New Zealand and Melbourne.

We are seeking an experienced Assistant Company Secretary to cover for a leave absence between early August and mid/late November 2019. Reporting to the Company Secretary, some of your responsibilities will include, but are not limited to:

- Working with Management and Investment Committees and their processes within the New Forests Group
- Preparation of Board and Committee Papers and related processes, including timely distribution of papers
- Minute taking and follow up of matters from meetings
- Filing of statutory returns
- Management of Share and other registers

This is a varied role and you will be given exposure to a number of areas of the business which will ensure that you are challenged every day. This role is an essential support to the Company Secretary and is part of a small Governance team.

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 very strong attention to detail, diplomacy and the ability to work independently as well as collaboratively. As you will be assisting with company and Executive matters, complete and utter discretion, confidentiality and trust is essential.

We are looking for candidates with the following qualifications/experience:

- A minimum of 5 years experience in a similar role
- The ability to communicate and work with all levels of the organisation
- The ability to understand requirements in constituent documentation in relation to corporate governance, especially as applicable to Boards, committees and in a funds management context
- Must have good Microsoft Office skills including Outlook, Word, Excel
- Excellent time management and organisational skills
- Excellent written and verbal communication skills

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What can we offer?

This is an interesting and varied role, ideal for an experienced professional wanting to make a difference. The environment is busy and supportive, and the team is professional but relaxed. New Forests is an exciting and growing international business with a strong focus on sustainability.

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

Applications for this role will close on 31 May 2019.

Phone calls will not be accepted.

New Forests is an Equal Opportunity Employer.

