



## **Business Support Officer - Singapore, Parental Leave Cover (part time hours, commencing mid July 2018)**

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 Singapore based team. Reporting to the Managing Director, Singapore, in this varied role, you will be primarily responsible for providing administrative support to the Managing Director, along with Human Resources and general administration support for the office.

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:**

- Providing secretarial support to Managing Director including calendar management and general assistance.
- Office administration including: Assisting with archiving, uploading data, recall and placement of boxes, management of the account; managing and ordering office supplies and other procurement tasks; managing stationary, office equipment & plants; printing, including business cards, photocopying & scanning; providing basic IT support & assisting with IT project roll outs; managing security card register and security bins
- Managing the office reception including: responding to & managing company inquiries, call & deliveries including couriers; meet and greet as first contact to 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 bookings for staff, including policy compliance, forms, group travel, visas and investor tours; track Singapore staff travel and location for WH&S purposes
- HR Administration include maintenance of employee personnel files as well as support of recruitment for roles in the Singapore office
- Managing new starter inductions, including preparing the induction pack, induction checklist and orientation calendar for new employees
- Preparing and arranging materials for marketing trips, pitch books, bulk mailouts, and clients
- Co-ordinating with Sydney to ensure consistency in approach to administrative duties
- Processing and preparing expense claims for Directors and above

**Experience & skills required:**

- Excellent time management & organisational skills; the ability to prioritise effectively
- Excellent written and verbal communication skills
- Relevant business school, administration certificate or qualifications and/or previous experience 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 and get the job done
- Capable of maintaining positive, calm demeanour during busy periods

**What can we offer?**

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)

