



### **Assistant Business Support Officer (based in Sydney)**

New Forests is offering a great opportunity for a suitable candidate to join our team in this newly created position. This role will allow you to acquire and develop office administration skills and is ideal for a person who wants to take their first main step in their career.

Reporting to the Director, Business Services, this Australian based role is focussed on providing valuable business support to the Sydney office of New Forests.

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 is headquartered in Sydney, Australia, with offices in San Francisco, Singapore, New Zealand and Melbourne.

### **Key responsibilities will include:**

- External & internal communication: managing reception as first contact to the office; addressing general company enquiries; maintaining company public records/online i.e. google business accounts & the New Forests' website; managing internal corporate Internet content; maintaining phone lists & employee location schedule; organising couriers, collecting mail.
- Office duties:
  - managing the kitchen, backroom & stationery cupboard (cleanliness & tidiness, ordering & restocking kitchen supplies);
  - managing & ordering office supplies (stationery, business cards, First Aid kits, office equipment & plants, submitting accounts payable invoices for the above);
  - organising building maintenance; organising waste management i.e. ShredX;
  - providing general office administrative support including photocopying, scanning, archiving;
  - organising catering, as required
  - managing meeting room bookings & facilities
- Marketing and other material: assisting with preparation, issuing and disposal of material including pitch books & bulk mail outs; Investor Services materials issuance to other New Forests' offices.

- Onboarding/Offboarding of employees: preparing induction & welcome packs; completing the induction checklist & co-ordinating orientation; managing the exit process as per the checklist; managing PC & mobile phone onboard and offboarding.
- Travel bookings: managing cancellations, supporting group & complex travel arrangements.
- Security: ordering, assigning & tracking key cards, lockers, keys; managing security & other bins

We are looking for candidates with the following:

- Relevant business school, administration certificate qualifications and/or 1-2 years in a corporate reception/administration role
- Good Microsoft Office skills (Outlook, Word, Excel); Windows 10
- Desire and capability to assist with basic PC support
- Experience with travel management (desirable)
- Strong time management and organisational skills with ability to prioritise effectively
- Strong written and verbal communications skills
- An ability to work independently and take ownership of the role
- Multitask focus with capability to manage and ensure completion of several disparate tasks
- Team player with genuine desire to assist and support people
- A positive, can do attitude
- A keen attention to detail
- Capable of maintaining positive, calm demeanour during busy periods
- Interest in sustainability

#### **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!

If you care about who you work for as well as the work you do, then we welcome your application!

#### **To Apply**

Send a cover letter and resume explaining your interest and your relevant qualifications and experience, in PDF format to:

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

Applications for this role will close on 9/3/20.

**Please note: previous applicants do not need to re-apply.**

New Forests is an Equal Opportunity Employer.