



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

New Forests ([www.newforests.com.au](http://www.newforests.com.au)) 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 primarily to the Sydney office (but also assisting the Melbourne and New Zealand offices) of New Forests.

New Forests is an investment management business offering leading edge strategies in forestry, land management, and conservation. Our business intent 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 Australia-New Zealand, United States and Southeast Asia and have over AUD 5.6 billion in assets under management. We manage sustainable timber plantations, natural forests, forest carbon projects, rural land, and processing infrastructure. New Forests is headquartered in Sydney with offices in San Francisco, Singapore, New Zealand and Melbourne.

### Key responsibilities will include:

- External and internal communication: managing reception as first contact to the office; addressing general company enquiries; maintaining internal corporate Internet content; maintaining phone lists; 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;
  - Providing general office administrative support including photocopying, scanning, archiving;
  - Organising catering, as required;
  - Managing meeting room bookings & facilities;
  - Organising staff social functions e.g. lunches/drinks/fundraising days etc, team building events e.g. golf day, and volunteer days
  - Scheduling and booking group sessions i.e. cross team training.
- 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 & more complex travel arrangements.
- Expense Administration: Processing of supplier orders, invoices and other business expenses.
- Security: ordering, assigning & tracking key cards, lockers, keys; managing security & other bins.

We are looking for candidates with the following:

- Some work experience (would be desirable)
- Good Microsoft Office skills (Outlook, Word, Excel); Windows 10
- Desire and capability to assist with basic PC, printer & conferencing support
- 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
- 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 and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

#### **To Apply**

Send a cover letter and resume explaining your interest and suitability for the role, in PDF format to:

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

New Forests is an Equal Opportunity Employer which values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance.