



Company Secretariat Coordinator

Location: Sydney, Australia

Reporting to: Company Secretary

New Forests (www.newforests.com.au) seeks a qualified candidate for the above role. You will be primarily responsible for providing administrative and co-ordination support to our busy Company Secretariat (CoSec) function.

New Forests is an investment management business 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 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.

Your role responsibilities will include:

- Delivery of company secretarial services to the Boards and internal committees by undertaking yearly planning and Board Co-ordination. This includes: organising and finalising venues, travel and accommodation for Board meeting locations and co-ordinating with all relevant stakeholders; updating Board plans as required, after each meeting
- Assisting with the preparation and timely delivery of Board and relevant Committee meeting documentation by managing Board meetings/papers/minutes requirements. This includes: maintaining meeting administrator calendar; finalising and issuing Board papers; preparing the Matters Arising Report and following up action items with various stakeholders; ensuring all documentation is standardised and Board and Committee papers are consistent; undertaking Diligent Boards account management and access to Board Books for all new Board/Committee members
- Assisting with CoSec team activities, as required

We are looking for candidates with:

- Experience of 5+ years in a personal assistant/secretary/administrative role
- Company Secretariat experience will be well regarded, but not essential
- Relevant administration certificate/other qualification/s
- Superior time management, organising and prioritising skills, with a strong attention to detail
- Excellent written and verbal communication skills
- An ability to communicate with and coordinate various stakeholders; able to work with different levels of people
- Able to work independently and take ownership of role whilst building strong relationships and working effectively within a small team environment
- Professional approach to work with an appreciation of the requirement for complete discretion, confidentiality and trust
- Strong Microsoft Office skills; Adobe Professional and/or PowerPoint skills would be well regarded.

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- An outgoing personality that likes to assist people
- Flexibility towards extra hours in busy periods
- A demonstrated interest in/knowledge of 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!

If you are an EA/PA or have solid administrative experience, this role is the opportunity for you to apply your specific skills whilst gaining experience in the Company Secretariat function.

To apply, please provide your resume and cover letter, explaining your interest and qualifications for the position, in PDF format, to careers@newforests.com.au

Phone calls will not be accepted.

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