

## Company Secretariat Coordinator

**Location:** Sydney

This role is responsible for providing administrative and co-ordination support to our busy Company Secretariat (CoSec) function.

New Forests is a global investment manager of nature-based real assets and natural capital strategies, with AUD 8.7 billion (USD 6.5 billion) in assets under management across 1.1 million hectares (2.6 million acres) of investments. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. We aim to generate shared prosperity for our clients and the communities in which we operate and accelerate the transition to a sustainable future.

New Forests' vision is to see investment in land use and forestry as central to the transition to a sustainable future. To achieve this vision, New Forests' investment strategies support the role of forests as nature-based solutions, provide sustainable wood fibre for the growing circular bioeconomy, and contribute to the sustainable development of regional economies and rural communities. Headquartered in Sydney, New Forests is a Certified B Corp and operates in Australia, New Zealand, Southeast Asia, Africa and the United States.

### Responsibilities of the role:

- 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

- A depth of experience 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.
- An outgoing personality that likes to assist people

### New Forests Asset Management Pty Ltd

Level 23, 141 Walker Street, North Sydney NSW 2060 Australia  
+61 2 9406 4100 | [www.newforests.com.au](http://www.newforests.com.au)

- 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!

We pride ourselves on having a supportive New Forests culture that is inclusive to all and we would love to learn how you can bring your unique skills and experience to our business. If you have experience in any of these areas, we encourage you to apply for our roles, even if you only meet some of the criteria.

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

Phone calls will not be accepted.

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