

Business Support and Facilities Officer

Location: Sydney

New Forests (www.newforests.com) seeks a qualified candidate for the newly created position of Business Support and Facilities Officer. Reporting to the Director, Business Services, this role will focus on the smooth running of our office including management of global office facilities, supervision of global business support services to staff and visitors, and management of related suppliers.

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.

In this role you will be responsible for:

- Ensure high standards of facility and administration services to support New Forests' staff and visitors across our global locations
- Develop strategic and operational lease management plans to support an expanding and changing hybrid workforce and office environment
- Management of facilities, services and goods contracts and leases
- Act as a point of escalation for facilities issues, effectively communicating with internal and external stakeholders, and acting as a conduit to third party service providers in the resolution of related issues
- Work closely with local and remote business support staff to achieve global alignment and standardisation of office business support operations, including general office duties, utility and waste management, procurement and employee on/off-boarding related activities
- Ad hoc administration support as required, including formatting, expense management, travel bookings
- Management of related suppliers, including building operations, international travel and events partners
- Championing business support-related IT platforms, including desk bookings and conferencing systems
- Consulting with key stakeholders to understand business priorities, identifying workplace improvement opportunities and translating those into specific deliverables
- Providing thought leadership across the business in support of an expanding and changing office environment
- Managing multiple projects, business-as-usual and ad-hoc activities to deliver high-quality outputs on time and in budget
- Operational reporting, including contribution to office sustainability performance
- Provide relief support in the absence of the Sydney-based Business Support Officer

We are seeking candidates with the following qualifications, experience, and strengths:

- Relevant degree or qualifications and/or previous experience as below
- Proven track record in facilities or office management, ideally in an organisation with multiple office locations
- Strong contract management and procurement skills
- Highly developed communication and interpersonal skills, with ability to engage and influence, liaise and consult with all levels and functions within the organisation and its vendors
- Administrative skills and advanced knowledge of Microsoft 365 and Teams is desirable
- Ability to identify and initiate opportunities for change and innovation. Familiarity with change management in a hybrid workplace would be well regarded
- Development and management of highly effective office maintenance processes, including incident management, documentation, change management, asset tracking
- Excellent time management and organisational skills, including the ability to set priorities, manage concurrent tasks and deliver to deadlines
- A demonstrated interest in/knowledge of sustainability

New Forests Asset Management Pty Ltd

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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

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.