

## Executive Assistant

**Location:** Sydney

New Forests ([www.newforests.com](http://www.newforests.com)) seeks a qualified candidate for the position of Executive Assistant. Reporting into the CEO, this role will provide high-level executive and administrative support to the New Forests' CEO and Executive Committee.

New Forests is a global investment manager of nature-based real assets and natural capital strategies. 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.

### Role Responsibilities:

- CEO & Executive Support
  - Manage the weekly and quarterly Executive Committee meetings including timing, agenda, participants and matters arising
  - Prepare, format and edit all CEO documentation, reports and presentations
  - Assist with preparation of PowerPoint presentation packs for the Exec team, as required
  - Process & prepare CEO & Executive Expense claims
  - Invoice processing for CEO and Executive Director, HR
- Travel
  - Schedule & organise international and domestic travel bookings for CEO & Executive covering flights, accommodation bookings, policy compliance, forms, visas etc
  - Manage the travel itinerary arrangements for the CEO and Executive
  - Prepare corporate materials for Executive travel
  - Be key contact for Travel Agency (Egencia)
  - Undertake international and domestic travel bookings for Group travel (+4 employees) covering policy compliance, forms, visas etc, as required
- Scheduling & Diary Management
  - Assist the CEO & Executive team with their schedules and meeting requirements including scheduling meetings and managing their Outlook Calendars
  - Plan, schedule & organise meetings, conferences and teleconferences for the CEO
  - Ad hoc projects, as required

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

- Excellent Microsoft Office skills including Outlook, Word, Excel & PowerPoint (Abode Professional would be useful)
- Strong experience in a senior administration/secretary/personal assistant role
- Relevant administration certificate or qualifications
- Exemplary planning, time management and organisational skills with the ability to prioritise effectively
- Clear, concise written, verbal communication and interpersonal skills
- An ability to work independently and take ownership of the role
- Multi-task focus, with a capability to manage and ensure the completion of several competing tasks, in a timely manner
- An ability to build trusting relationships with senior key stakeholders and their broader teams, as well as external parties and suppliers
- The ability to give and receive constructive feedback in a respectful and effective manner
- Anticipation of needs and also being responsive when in reactive situations
- The utmost professionalism when handling confidential matters and delicate situations

**Applying for this role:**

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.