

Export Co-ordinator (New Forests Timber Products)

Location: Melbourne (Full Time)

New Forests (www.newforests.com) seeks a qualified candidate for the above position. You will be primarily responsible administration of woodchip sales to international buyers. Reporting to the Director Marketing, New Forests Timber Products Pty Ltd (NFTP), this role will be an important member of the small NFTP team, based in Melbourne.

New Forests is a global investment manager of nature-based real assets and natural capital strategies, with AUD 10.7 billion (USD 7.3 billion) of assets under management across 1.27 million hectares (3.14 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. NFTP aims to be the supplier of choice for certified plantation forest products, sourced from New Forests plantation estates: <https://newforests.com/new-forests-timber-products/>

The role will be responsible for:

- Interacting closely with external port services providers and asset managers to ensure the timely provision of information, through the supply chain.
- Supporting the provision of client and customer reporting, working closely with the broader New Forests Finance team to complete monthly reconciliations and invoicing.
- Managing the invoicing and woodflow reports for multiple New Forests' fund assets, between port gate and the ships rail.
- Managing port stockpiles (virtually) and third-party chain of custody certification (i.e. FSC and PEFC).
- Preparing export and shipping documents (fumigation, phytosanitary etc), and, finance (management of letters of credit).
- Supporting the preparation and ongoing administration of customer sales contracts.
- Assisting with budget preparation and tracking, and, communication with internal finance and accounting stakeholders.

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

- Experience with complex financial and trade data management, preferably in Excel, with an understanding of Accounting.
- Sales administration and legal documentation experience, preferably in international trade.
- Excellent time management and organisational skills.
- Excellent written and verbal communication skills.
- Relevant qualifications (preferably in Commerce, Accounting or Administration) and/or relevant previous experience i.e. export sales clerk.
- Knowledge and/or experience in international trade or shipping would be advantageous.
- Ability to manage time effectively and stay focussed to ensure accurate and timely outcomes.
- Ability/desire to build strong relationships and work within a team environment; ability to work in a variety of environments and with different levels of people.
- Ability to adapt to change quickly and effectively.

New Forests Timber Products Pty Ltd | ABN 41 608 142 221

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- Ability and willingness to undertake some domestic (e.g. Albany - WA, Launceston – TAS, Mt Gambier – SA) travel.

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.