

Reception & Business Administrator

Location – Sydney

New Forests (www.newforests.com) is a global investment manager of nature-based real assets and natural capital strategies, managing sustainable timber plantations, agriculture, carbon projects, conservation areas, and timber processing infrastructure. With sustainability at the core of our investment philosophy, we are committed to generating shared value for our clients and the communities where we operate.

We are seeking a highly professional, service-oriented **Business Support Administrator** to join our Sydney team. This receptionist role is central to the smooth daily operations of our office and is the first point of contact for visitors, clients, and staff. As the face of New Forests' Sydney office, the ideal candidate will bring strong self-agency, a polished presence, and a warm, hospitality-focused approach. This is a high-visibility position requiring proactive thinking, sound judgment, and a passion for creating a welcoming and professional environment. The role also provides critical administrative support across the business and offers the opportunity to contribute to a wide variety of internal initiatives!

Key Responsibilities

- Manage reception duties with poise and efficiency greeting guests, coordinating meeting rooms, and maintaining a tidy, professional front-of-house presence.
- Provide high quality administrative support to various departments, including scheduling, document formatting, travel coordination, expenses, processing invoices and event planning.
- Support internal engagement activities such as catering coordination, and visitor hosting with a concierge-level service mindset.
- Maintain office supplies, vendor relationships, and facility operations to ensure a well-functioning work environment.
- Assist with onboarding and orientation activities for new hires to ensure a smooth introduction to the business.
- Liaise with stakeholders across levels of the organisation with a high degree of professionalism and discretion.

About You

- A natural relationship builder with excellent communication skills and a customer first mindset.
- Energetic, polished, and highly self-motivated able to anticipate needs and take ownership of tasks.
- Comfortable operating in a fast-paced, professional environment with multiple demands.
- Experience in Microsoft Office Suite; experience with calendar management and travel coordination is a plus.
- Previous experience in business administration and front office is highly desirable.

Join us and become an integral part of our team, where your solution-oriented mindset and enthusiasm will shine. Apply now and let's create something great together!

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!

New Forests believes that sustainably managed forest landscapes can play a significant role in mitigating the impacts of climate change, while also providing valuable economic, social, and environmental returns.

To apply, please go to our Recruitment Platform: <https://newforests.my.salesforce-sites.com/recruit>

Phone calls will not be accepted.

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

New Forests Asset Management Pty Ltd

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