

Reception and Business Administrator

Location: Sydney, NSW

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!

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.

In this role, you will be responsible for:

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

We are seeking candidates with the following experience and strengths:

- A natural relationship builder with excellent communication skills and a customer first mindset.
- Energetic, polished and highly self-motivated individual who is able to anticipate needs and take ownership of tasks.
- Someone who is 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!

New Forests Asset Management Pty Ltd

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How to Apply

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 in PDF format.

Phone calls will not be accepted however you may contact us through email: careers@newforests.com.

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.