

## Job

# General Affairs Manager

Position Description

December 2025



# Lestari Capital – Position Description:

## General Affairs Manager

### Duty Station

Jakarta

### Contract Period

Fulltime, with Initial one (1) year contract, renewable for a second year based on performance. Subject to satisfactory review after two (2) years, the position may be considered for conversion to a permanent employment status in the third year.

### Our Company

Established in 2017, Lestari Capital is a conservation finance company, based in Southeast Asia, that develops innovative, nature-based products that enable companies to deliver on their sustainability objectives. We accomplish this by mobilising new finance for initiatives that protect and rehabilitate important natural landscapes around the world. The Indonesian word "Lestari" means sustainable, or everlasting, signifying our commitment to developing long-term sources of finance for high quality conservation and restoration initiatives.

Lestari Capital's impact model addresses a critical need for long-term operating capital for conservation and restoration projects run by local communities, non-profit organisations and environmental services companies. Lestari Capital aims to strengthen Southeast Asia's emerging ecosystem services marketplace, by connecting demand for on-the-ground conservation efforts among commodity producers/buyers with projects that are protecting or restoring forests where these companies operate, to protect at-risk areas.

### Position Overview

The **General Affairs Manager** is a position under the **COO Office**, reporting directly to the **Head of Special Projects**. Acting as the centralised operations point of contact, this role oversees the smooth functioning of Lestari Capital's day-to-day operations across office management, procurement, logistics, and compliance. The position ensures the Jakarta and Bali offices operate efficiently while coordinating closely with administrative teams in Bali and Singapore to maintain consistent service standards, operational excellence, and regulatory compliance across locations.

Beyond administrative and operational management, the role also provides field logistics support. This includes managing general services procurement and logistics for meetings, workshops, and field visits. The role requires a proactive and detail-oriented individual capable of bridging operational, administrative, and

needs across teams—driving consistency, collaboration, and efficiency throughout the organisation. The ideal candidate possesses strong organisational, communication, and problem-solving skills and comfortable to work across multiple departments and geographies.

## Position Responsibilities

### A. Office Operations

1. Office & Facility Management
  - Manage office space, equipment, and supplies for a smooth running of the 2 offices in Indonesia.
  - Coordinate with vendors, landlords, and service providers for maintenance and repairs.
  - Ensure office environment complies with health, safety, and security standards.
2. Procurement & Asset Management
  - Handle purchasing of office supplies, equipment, and services.
  - Maintain inventory and asset records (laptops, monitors, furniture, etc.).
  - Monitor vendor performance and negotiate contracts to optimise cost and quality.
3. Administrative Support
  - Support HR, Finance, and other departments with logistical needs.
  - Oversee office utilities, bills, and payment schedules – in collaboration with Bali and Singapore office administration staff.
  - Maintain and update inventory of all company IT assets (laptops and monitors).
  - Support onboarding/offboarding by preparing and retrieving IT equipment.
  - Manage document filing, courier services, and company correspondences.
  - Support C-level expense claims.
4. Travel & Logistics
  - Develop, maintain, and improve vendors list and evaluate performance to support smooth travel experience while optimising cost and quality.
  - Support company events, workshops, and retreats with logistics and venue arrangements.
  - Coordinate visa and work permit where applicable.
5. Operational Excellence
  - Draft and implement standard operating procedures (SOPs) for GA processes.
  - Support the development of standard operating procedures and templates for recurring processes.
  - Coordinate with other departments to ensure smooth implementation and alignment of GA-related processes.

### B. Field Operations & Support Services

6. Field Logistics Support
  - Prepare and manage all logistical arrangements for field visits, workshops, and meetings.
  - Work across teams to ensure timely coordination, smooth execution, and escalate issue to the Head of Special Projects when required.
7. Procurement of Services and Vendors
  - Carry out the end-to-end procurement process for consultants, vendors, and service providers—from request to contract—ensuring alignment with Finance standards and other related departments and maintaining cost efficiency and service quality.



## 8. Stakeholder Engagement

- Liaise with internal teams, consultants, vendors, and clients to support smooth operation, services, and logistical deliverables.

## Requirements

- Bachelor's degree in Business Administration, Management, or related field.
- Minimum 5 years of experience in General Affairs, Administration, or Office Management with experience in project coordination.
- Strong organizational and multitasking skills.
- Good negotiation and vendor management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong communication skills (verbal and written).
- Fluent in professional English (written and verbal)

## Personal Attributes and Competencies

- Problem-solving mindset and service-oriented.
- Attention to detail with ability to manage multiple priorities.
- Integrity and discretion in handling confidential information.
- Strong cross-departmental communication and coordination skills.
- Flexibility to handle both routine tasks and urgent ad-hoc requests.

## To Apply

Interested candidates are invited to submit their resume and motivation letter to: [jobs@lestaricapital.com](mailto:jobs@lestaricapital.com) and [a.laurens@lestaricapital.com](mailto:a.laurens@lestaricapital.com). Please include “General Affairs Manager” in the email subject line.

We are dedicated to promoting diversity and inclusion in our workplace and encourage individuals from all backgrounds to apply. If you are a dedicated and passionate sustainability specialist looking to make a meaningful impact on the conservation of our planet's natural heritage, we invite you to join our team!

**Application deadline:** 26 December, 2025