

Rimba Collective Project Admin Associate

Position Description
April 2026



Lestari Capital – Position Description:

Rimba Collective Project Admin Associate

Location

Bali, Indonesia

Employment Status

Full time

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

This role is exciting opportunity to be a part of dynamic and growing international team. The Project Admin Associate to support our project team in managing and coordinating various project activities.

Position Responsibilities

1. Project Coordination:

- Coordinate project activities and timelines to ensure adherence to project plans.
- Schedule and manage project meetings, including preparation of agendas, minutes, and follow-up actions.
- Track project milestones and deliverables, providing regular updates to project stakeholders.

2. Administrative Support:

- Maintain project documentation, including contracts, correspondence, and project plans.

- Provide administrative support and guidance to Project Operators
- Prepare and distribute project reports and presentations.
- Manage project budgets and expenses and review financial reports, ensuring compliance with financial guidelines.
- Coordinate with internal and external stakeholders to ensure accurate reporting.

3. Communication:

- Effectively communicate project information to team members and stakeholders.
- Resolve financial issues and discrepancies in project reporting in a timely manner.

4. Resource Management:

- Assist in resource allocation and tracking to ensure project needs are met.
- Coordinate with team members to ensure timely completion of tasks.
- Identify potential project administrative risks and escalate to relevant team members.

Requirements

- Bachelor's degree in Business Administration, Project Management, or related field.
- Proven experience in project administration or a similar role.
- Strong organizational and time management skills.
- Proficiency in project management software.
- Excellent written and verbal communication skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Demonstrated good communication in both oral and written in English.
- Experience in reviewing financial audit reports is highly preferable.
- Experience in using online accounting or audit platforms (e.g. Xero or similar cloud-based financial systems) is highly preferable.
- Fluency in Bahasa Indonesian is highly preferable.

To Apply

Interested candidates are invited to submit their resume to: [LinkedIn](#).

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: 25 May 2026