

Office Manager & Admin Assistant

Position Description
August 2024



Lestari Capital – Position Description: Office Manager & Admin Assistant

Duty Station

Singapore

Contract Type

Full-time

Our Company

Lestari Capital develops and fund projects that protect and restore critical areas of rainforest in Indonesia, Malaysia, the Philippines and other Asian countries.

With some of the world's biggest global companies as our clients, we manage funds that channel investment into "Nature Based Solutions" - the conservation and restoration of Southeast Asia's rainforest landscapes.

Lestari Capital was founded in 2017 in Singapore starting with a team of three, steadily growing to over 30 people spread across Singapore, Indonesia and Malaysia. We now manage 19 projects across three business lines, and with over 25 years of funding commitments from major global companies, we are leading the way in Nature-Based Solutions that meet corporate sustainability needs.

Position Overview

This role is an exciting opportunity to be part of a dynamic and growing international team. The Office Manager will be a key member of the Singapore team, ensuring smooth continued operations in this fast changing and dynamic company. The successful candidate is someone with strong common sense, excellent communication, a natural organiser and an independent problem solver with a bright personality. (S)he brings positive energy to the workplace and enjoys making things well organised and running smoothly.

Position Responsibilities

Procurement

This is a significant portion of the Office Manager's scope of work, requiring policies and processes are adhered to for accounting processes to smoothly executed by colleagues. Duties include:

- Ensure Purchase Orders (PO) submitted to Finance from other departments are filled in correctly
- Compare POs against approved department budgets to ensure compliance with spending requested
- Make internal enquiries for clarification on requested expenses when required
- Ensure all POs are recorded in the PO master file
- Checking invoices against PO and other documents for validity, completeness, accuracy
- Data entry of expenses into Excel and Aspire for payment processing

Administration

Providing administrative support on a concise and timely basis to keep operations running smoothly

- Making external enquiries to government departments to seek clarification on procedures
- Ensure completeness of documentation pertaining to approvals, contracts, invoices, and written correspondences
- Ensure contracts from consultants and service providers are properly kept on Sharepoint
- Maintain and improve filing system on Sharepoint
- Executing other administrative tasks as assigned

Others

General duties including, but not limited to:

- General office administration and management
- Ensure office supplies and fridge are well stocked
- Assist in carrying out ad hoc duties

Requirements

- A Diploma in Administration or equivalent
- 3-5 years of relevant working experience as an administrator
- Strong formal written and verbal communication skills
- Proficiency in Excel, Word and PowerPoint
- 1-2 years of accounting experience is a plus

Personal Attributes and Competencies

- Excellent organisational and time management skills with strong attention to detail
- Possess initiative to execute and complete multiple tasks independently
- Comfortable working in fluid situations
- Demonstrate willingness to assist when required
- Self-motivated and disciplined mindset
- Bright, positive personality

To Apply

Interested candidates are invited to submit their resume and cover letter to: jobs@lestaricapital.com. Please include "Office Manager & Admin Assistant" 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: August 23, 2024.