

Project Admin Associate

Position Description
October 2024



Lestari Capital – Position Description:

Project Admin Associate

Duty Station

Bali

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 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

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.

Administrative Support

- Maintain project documentation, including data, contracts, correspondence, reports, and project plans.
- Monitor project budgets and expenses, ensuring compliance with financial guidelines.
- Coordinate with internal and external stakeholders to facilitate project execution.

Communication

- Act as the primary point of contact for project implementation monitoring.
- Effectively communicate project information to team members and stakeholders.
- Resolve project-related issues in a timely manner.

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 risks and develop mitigation plans.

Personal Attributes and Competencies

- Bachelor's degree in Business Administration, Project Management or related field
- Proven experience in project administration or a similar role
- Strong organisational 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
- Fluency in Bahasa Indonesia is desirable

To Apply

Interested candidates are invited to submit their resume and cover letter to: jobs@lestaricapital.com. Please include "Project Admin Associate" 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: October 31, 2024.