



## Forest Management Assistant

Eastwood Forests, LLC is a forestland investment manager that invests in forests for carbon sequestration, sustainable production of wood products, and for generating competitive financial returns. Eastwood Forests is a partnership between Sumitomo Forestry of Japan, and a US team with decades of experience and expertise in the management of forests and forest investments.

Eastwood Forests' first fund is focused on North American forests, with inclusion for attractive investment opportunities in Central and South America. In subsequent funds we plan to expand to Southeast Asia and Oceania to leverage Sumitomo's current operations and existing personnel in those regions.

**Position Title:** Forest Management Assistant

**Location:** Wellsboro, PA (preferred)

**Required Travel:** Occasional regional travel is expected.

**The Position:** The Forest Management Assistant is a part-time, hourly position that will be responsible for providing general clerical and administrative support to the VP of Forest Management.

### Responsibilities and Scope:

- Coordination of recreational licensing program including billing, collections, mailings, and general inquiry response
- Timber sale administration including contract preparation, maintenance of contract records, scale & payment review, and database entry
- Routine monthly and quarterly report compilation
- 10-15 hours/week

### Required Qualifications:

- 3-5 years of experience in office administration
- General accounting and recordkeeping skills
- Working knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and in small groups
- Strong organizational skills

To apply, please send one document with your name in the file name, that includes your cover letter and your resume to [info@eastwoodforests.com](mailto:info@eastwoodforests.com). References may be required from selected candidates. Applications will be accepted through February 28<sup>th</sup>, 2024 or until position is filled. All applications will be treated with strict confidentiality.

Eastwood Forests is an equal opportunity employer and offers competitive salary and benefit packages commensurate with applicant skills and experience.