



23 South Main Street  
Hanover, NH 03755  
(603) 643-3300  
[www.lymetimber.com](http://www.lymetimber.com)

**Job Posting – October 2021**  
**Part-Time Administrative Assistant**

**About Lyme Timber**

The Lyme Timber Company LP is a private investment management company that focuses on the acquisition and sustainable management of forestland in the US and Canada. Since its founding in 1976, Lyme has followed a disciplined and value-oriented approach to its investments. The Company's current portfolio includes approximately 1.6 million acres in New York, Pennsylvania, West Virginia, Tennessee, Alabama, Florida, Michigan, Wisconsin, and California, along with several investments in forest-products businesses in regions where we own land. Lyme takes a hands-on approach to investment management by establishing local operating companies and pursuing value-add strategies such as conservation transactions. Lyme is widely recognized as a leader in the field of timberland management and conservation finance, with a long history of permanent conservation outcomes, forest carbon sequestration projects, and other ecosystem services investments. The company's core values include honesty, integrity, innovative problem solving, stewardship of land, forests and natural systems, and fairness and respect toward one another, our partners and the communities where we work. More information about Lyme can be found at [www.lymetimber.com](http://www.lymetimber.com).

**About the Job**

Lyme is looking for an outstanding individual to join its team in downtown Hanover, New Hampshire. The job is anticipated to require approximately 30 hours/week, and the schedule is flexible. Lyme Timber offers competitive salaries, excellent benefits, and a family-friendly work environment.

**Job Responsibilities**

- Office administration, including monitoring and ordering office supplies, processing office-related invoices, sorting incoming mail, handling outgoing deliveries, and light receptionist duties
- Support for accounting department, including generating reports and assisting with preparation, review, and mailing of documents and checks
- Support for investor relations department, including processing address changes, distributing reports, and interfacing with investors
- Support for investment professionals, such as booking travel, completing expense reimbursement forms, and preparing PowerPoint presentations
- Coordinate with building management company on maintenance issues
- Other miscellaneous tasks as assigned

## **Job Requirements**

- Bachelor's degree preferred
- Proficiency with Microsoft Word, Excel, and PowerPoint; exposure and/or willingness to learn customer relationship management (CRM) software (Salesforce exposure preferable)
- Demonstrated initiative and problem-solving skills
- Strong written and verbal communication skills
- Strong team player with a positive can-do attitude and desire to be part of a close-knit group operating in a dynamic and challenging work environment

## **Application Process**

Please send cover letter and resume to: The Lyme Timber Company LP; 23 South Main Street, Suite 3A; Hanover, New Hampshire 03755; [info@lymetimber.com](mailto:info@lymetimber.com)

Employment in this position is contingent upon, consent to, and successful completion of a pre-employment background check. Lyme requires its employees to prove that they have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated. Lyme is committed to increasing the diversity of its workforce and creating an inclusive environment for all employees. Lyme provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, gender, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.