



23 South Main Street
Hanover, NH 03755
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www.lymetimber.com

Job Posting – June 2023 Office Manager

About Lyme Timber

Founded in 1976, The Lyme Timber Company LLC is a private investment management company that focuses on the acquisition and sustainable management of forestland in the US and Canada. The Company's current portfolio includes approximately 1.3 million acres in New York, Pennsylvania, West Virginia, Tennessee, Alabama, Michigan, and Wisconsin, along with several forestry-related investments, including forest management companies, sawmills, and logging operations. With a long history of conserving land, Lyme is widely recognized as a leader in natural forest management, conservation finance, and investment in rural communities. 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.

About the Job

Lyme is looking for an outstanding individual to join its 18-person team in downtown Hanover, New Hampshire. The job is anticipated to require 30-40 hours per week, and the schedule is flexible. Lyme offers competitive salaries, excellent benefits, and a family-friendly work environment.

Job Responsibilities

The Office Manager will (i) be responsible for administrative support for the Hanover office, (ii) serve as the liaison with Lyme's IT consultant in managing the firm's IT infrastructure, and (iii) oversee human resources functions for Lyme and its five portfolio companies. The Office Manager will report to the President.

Administrative

- Office administration, including monitoring and ordering office supplies, processing office-related invoices, sorting incoming mail, handling outgoing deliveries, and light receptionist duties
- Track and prepare periodic corporate reports and other filings
- Coordinate with building management company and local service providers on maintenance issues
- Provide backup support to manager of investor relations, including processing address changes, distributing reports, and interfacing with investors
- Provide light support to investment professionals, such as booking travel, completing expense reimbursement forms, and preparing PowerPoint presentations

Information Technology

- Coordinate with external IT consultants to ensure that hardware and software systems are running smoothly and technical support issues are being addressed promptly
- Track inventory, renewals, and upgrades of company hardware and software

Human Resources

- Administer processes for new hires, status changes, and employee separations
- In collaboration with external benefit consultant, field questions from employees and ensure that benefits programs are optimized for Lyme and its portfolio companies
- Update employee handbooks annually to reflect changes in benefits programs and applicable laws

Job Requirements

- Bachelor's degree preferred
- High degree of proficiency with technology, including Microsoft Word, Excel, and PowerPoint; experience with other software platforms is a plus
- Track record of responsibility and attention to detail in settings requiring protection of confidential information
- 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 LLC; 23 South Main Street, Suite 3A; Hanover, New Hampshire 03755; hire@lymetimber.com

Employment in this position is contingent upon, consent to, and successful completion of a pre-employment background check. 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 with 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.