

## **Specialised Residential and Legal Coordinator**

Herron Todd White is a respected market leader with a positive and focused future. Our people are the key to maintaining our strong reputation for providing high quality property valuations and exceptional customer service for key clients across Australia. We have an unrivalled national presence while maintaining a local focus, prioritising teamwork, flexibility, challenge and fun across our 65 offices and 900 employees.

An opportunity has become available for a motivated individual to join our Specialised Residential and Legal team. This role greatly contributes to the efficient administration operations of the team, and suits a person who enjoys working in a busy and successful environment whilst working autonomously.

Key tasks of the role include:

- Prepare quotes for private clients regarding potential valuation work.
- Dispatch reports and invoices as per customer's instructions.
- Manage customer and solicitor enquiries on behalf of the assigned valuers such as the status of the salutation.
- Co-ordinate valuation files and portfolios for the Legal and Family Law Division.
- Assist Directors with searching for potential marketing/new client opportunities.
- Other administration duties as directed.

To be successful in this role, you will ideally possess:

- Strong customer service ethic.
- Team player, willing to help others to achieve results.
- Ability to adapt to new processes and procedures.
- Highly organised and efficient.
- Ability to work within tight timelines and multitask.
- Strong attention to detail.
- Strong interpersonal, written and verbal communication skills.
- Self-motivated with a positive attitude.
- Legal Secretary experience advantageous.

For further information about the role, please contact Suzie Karanasios, Manager, People on (03) 9607 6792.