

## ADMINISTRATION OFFICER

- Fun and friendly team culture with great benefits.
- Be part of the exciting property industry in a national successful business.
- Newcastle location.

Join one of the largest independent property advisory organisations in Australia that has over 65 offices around Australia and approximately 850 employees.

Our Newcastle location has two positions available for efficient Administration Officers to join our busy Customer Service Team. This role will contribute to the efficient operation of the residential valuation division and suits a person who enjoys working in a busy, successful and supportive environment.

Key tasks of the role include:

- Registering and data entry of incoming jobs into our valuation system.
- Creating new valuation job files and attaching relevant documentation.
- Managing customer enquiries.
- Back up support for answering and making phone calls to book inspection times.
- General office administration.

To be successful in this role, you will need the following:

- Well-developed data entry/computer skills.
- Experience working in a team environment.
- Strong attention to detail.
- Sense of urgency to work within tight time constraints.
- Ability to adapt to new processes and procedures.
- Highly organised and efficient.
- Strong interpersonal, written and verbal communication skills.
- Self-motivated with a positive attitude.
- Fast learner and able to undertake multiple tasks.
- Previous experience in a property related field would be an advantage.

If you have previous office experience, are well organised and love being in an administration role, this position will suit you. For enquiries, please email a covering letter and resume to [vikki.agostino@htw.com.au](mailto:vikki.agostino@htw.com.au). Confidentiality is assured and only shortlisted applicants will be contacted. It is a condition of employment that successful candidates undergo a company paid Federal Police Clearance.