

Assistant Valuers

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.

Multiple opportunities have become available to participate in our 24 month Assistant Valuer Program. Herron Todd White (Melbourne) is committed to attracting and retaining top quality valuation graduates. Participation in the program will allow you to explore your interest in property valuation and gain the necessary professional experience to obtain their CPV qualifications.

The program is designed to ensure Assistant Valuers develop the technical and theoretical knowledge and skills to enable them to become a respected and highly skilled Valuer, across different sections of residential and commercial valuations.

Through our structured 24 month program, Assistant Valuers will rotate through our Residential and Commercial Divisions, gaining experience in a broad range of systems and valuations, comprising with:

- Mentoring
- On the job training
- Assist in conducting valuations, preparation and submission of reports
- Attend and conduct property inspections under the supervision of a qualified Valuer
- Complete appropriate research of market evidence and analysis of comparable sales
- Managing work tasks in conjunction with the Administration team to ensure compliance with service level agreements

Should you be successful in obtaining a position, you will spend 12 months working in our Residential Division based in one of our satellite offices in either Cranbourne or Geelong. You will then rotate to our Commercial Division where you will have the option of working in one of our many teams, including Retail, Industrial, Hospitality and Leisure, Rural, Residential Development and Medical. This rotation will be based on our Melbourne office.

To be successful in this role, you will ideally meet the following criteria:

- Tertiary qualifications in a property related field
- A passion for the property industry
- A high degree of computer literacy
- Strong interpersonal, written and verbal communication skills
- Excellent telephone manner and customer service ethic
- Ability to work in a team environment
- High level of organisation and efficiency
- Ability to work within tight time constraints and multitask
- Strong attention to detail
- Self-motivated with a positive attitude

Recruitment process

Applications for these roles close at **11:59pm on Monday 27 January, 2020.**

Your application will be reviewed against the requirements of the position. If you are selected for the next stage of the recruitment process, you will be invited to attend a group assessment centre in our Melbourne office on **Monday 3 February, 2020.**

Should you be successful you will progress to the next stage and be invited to an individual interview on **Wednesday 5 February**.

If you're interested in participating in the program, please apply by submitting your CV and Cover Letter. For enquires please contact Suzie Karanasios, Manager, People on (03) 9607 6792.