

Administration Officer

- Fun & friendly culture with great benefits
- Exciting property industry
- Be proud to work for one of the largest independent valuation companies

An opportunity exists in our Dapto office for an Administration Officer to join our team. In this role, you will be a key member of our team and work in a busy environment. Your main responsibility will be to research, register and book valuation appointments on behalf of our valuation team and provide support to our specialist teams.

Key tasks of the role include:

- Data entry of job details including customer information.
- Conduct property related document searches.
- Booking and organising property valuations with customers.
- Managing valuation appointments in valuer's calendars.
- Managing customer enquiries.
- General office administration as required.

To be successful in this role, you will need to:

- Be highly organised with excellent time management skills.
- Minimum typing speed of 50wpm with high accuracy.
- Have a strong customer service ethic.
- Be a team player, willing to help others to achieve results.
- Be adaptable and willing to learn new processes and procedures.
- Work well under pressure and perform within tight timelines.
- Have excellent attention to detail.
- Have strong interpersonal, written and verbal communication skills.
- Be self-motivated with a positive attitude and want a job you can enjoy within a friendly team

If you have previous office administration experience, self motivated and a strong work ethic, please email your resume, covering letter and confirmation of your typing speed to sydney.careers@htw.com.au. All applicants are assured confidentiality and only shortlisted applications will be contacted. It is a condition of employment that successful candidates undergo a company paid Federal Police clearance.

Applications Close: Friday, 6th March 2020.