

Commercial Administration 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 Commercial Administration team. This role will contribute to the efficient operations of our Commercial team and suits a person who enjoys working in a busy, successful and supportive environment whilst working autonomously.

The successful candidate will be required to work from 9:00am to 5:30pm, Monday through to Friday.

Key tasks of the role include:

- Registration of all jobs and managing incoming quotes.
- Creating new valuation job files.
- Manage the Commercial Division email inbox.
- Typing and formatting/finalise documentation in Microsoft Word in accordance with HTWM guidelines.
- Assist in the preparation of Commercial tenders and portfolios.
- Checking, invoicing and closing files.
- General administration duties as directed.

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

- At least 2 years experience in a similar role.
- Strong attention to detail.
- Strong interpersonal, written and verbal communication skills.
- Advanced skills in MS Office (Word and Excel) and use of email.
- Excellent telephone manner and customer service ethic.
- Ability to work in a team environment.
- High level of organisation and efficiency.
- Self-motivated with a positive attitude.

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