

Herron Todd White – South East Regional Australia

Workflow Coordinator/Administration

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.

A position exists in our Sale Office, for a full time Administration person within the South East Regional Australia business.

Key tasks of the role include:

- Manage customer enquiries on behalf of valuers
- Registration and creating new valuation jobs in system
- Complete inspection bookings for valuers
- Communicating with clients
- General office administration

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

- A high degree of computer literacy who enjoys using different systems
- A great team player who has initiative and adaptability
- Geographical knowledge of the Gippsland region
- Strong customer service ethic
- Highly organised and efficient
- Strong attention to detail
- Strong interpersonal, written and verbal communication skills
- Self-motivated with a positive attitude

To apply, please complete your application via our Seek advert - <https://www.seek.com.au/job/38903090>