

CLIENT SERVICES OFFICER

About the company

Herron Todd White is a respected market leader with a positive, focused future and is currently experiencing high growth. Our people are the key to maintaining our strong reputation for providing high quality property valuations and exceptional 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 800 employees.

About the role

Already part of a large national organisation, we are experiencing significant growth and are now looking for a Client Service Officer to join our team to be part of this exciting future.

In this role based in our Sydney office/home based, you will be a key member of the NSW/ACT team and enjoying working in a fast paced environment. We measure success not just on technical ability but cultural and team fit, so your alignment to our values of Collegiality, Fairness & Equity, Professionalism and Innovation is really important.

Your main responsibility will be to provide a high level of client relationship support across NSW/ACT for non-mortgage valuations. Specific tasks include:

- Prepare and provide valuation quotes for private clients, family law purposes and tax depreciation schedules (TDS).
- Providing a high level of client service to private clients, Solicitors and Accountants.
- Manage and follow up quotes to assist with quote conversion.
- Booking and organising TDS appointment with clients.
- Data entry.
- Answering client phone calls and queries.
- Assisting mortgage valuation team.

Join our business and you will enjoy:

- The opportunity to undertake work for on of the largest independant valuation companies.
- A flexible workplace.
- Working with a professional team.
- A business that really values the importance of service, quality and being part of a team.
- A culture that is described to us as “large national company with a local team culture”.
- Being part of a company that really does care about its people.
- Benefits of working at HTW are extensive - Volunteer leave, Purchased leave, Wellbeing leave, Study Leave, Gender neutral paid Parental Leave just to name a few.

If you have previous experience in an office team environment in an administration role, are highly skilled with systems, have a strong client service ethic together with a strong attention to detail, then don't miss this opportunity! A highly professional communication style is critical. Property or strata management related experience is highly desirable.

Apply now by uploading your resume and covering letter. Call Vikki Agostino (02 8223 5604) if you would like to find out more.

All discussions are assured confidentiality and only shortlisted applicants will be contacted. It is a condition of employment that shortlisted candidates undergo a company paid Federal Police Clearance.