

ADMINISTRATION OFFICERS

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 an Administration Officer to join our Residential Valuation team to be part of this exciting future.

Roles available in Bathurst, Dubbo, Albury, Canberra and Newcastle.

In these roles, 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 research, register and book valuation appointments for our valuation team. Specific tasks include:

- Data entry.
- Conduct property related document searches.
- Booking and organising property valuation appointment with clients.
- Managing valuation appointments in Valuers' calendars.
- Answering client phone calls and queries.
- General office administration.

Join our business and you will enjoy:

- The opportunity to undertake work for the biggest mortgage suppliers.
- 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 office experience in an office team environment, are highly skilled with systems, a typing speed of circa 55wpm, have a strong client service ethic together with a strong attention to detail, then don't miss this opportunity! Property related experience is highly desirable.

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