

VALUATION COORDINATOR – BUNDABERG

About the company

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 and innovation across our 65 offices and 800+ employees.

We are seeking a passionate Valuation Coordinator to work in our Bundaberg office as part our Central Queensland team.

It is a fast paced role that requires drive and enthusiasm to meet the quality and service needs of our varied clients, who range from direct customers, real estate agents, financial institutions and many more.

Key tasks of the role include:

- Registration of all new valuation instructions
- Complete searches, data entry and source required information to complete valuation
- Arrange inspection appointments
- Monitor progress of the valuations
- Provide updates on status of valuations to clients
- Reach client target milestones
- Formatting of valuation reports in Microsoft Word
- Answer incoming phone calls and monitor and action incoming emails
- Participate in team meetings
- General customer service

To be successful in this role, you will ideally meet the following criteria:

- Diploma or Certificate III in Business Administration would be an advantage
- Previous administration experience with customer service skills essential
- Experience working in a team environment
- Typing Speed of 50 WPM or above preferred
- Knowledge and experience in Google and Microsoft Office applications
- Excellent communication skills
- High level of attention to detail
- Enjoy working to deadlines and under time pressure
- To be adaptable to varying tasks and requirements
- To have strong organisation skills
- Well-developed data entry skills
- To be a fast learner and able to multi task

For enquiries or to apply please email graham.gross@htw.com.au.

Applications close 17 May 2019.