



## **Administration Assistant**

- Supportive and friendly team environment
- Professional organisation with strong market reputation
- Real opportunity to manage workload through flexible working arrangements

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 exists in Canberra for an Administration Assistant who will be responsible for providing administration support to the Canberra Valuer team.

Key tasks of the role include:

- Complete inspection bookings for valuers
- Manage customer enquiries and client communication
- Invoicing and attaching files using our valuation system
- General office administration

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

- Strong customer service ethic
- Team player, willing to help others to achieve results
- Ability to adapt to new processes and procedures
- Highly organised and efficient
- Ability to work within tight timelines and multitask
- Strong attention to detail
- Strong interpersonal, written and verbal communication skills
- Self motivated with a positive attitude

For enquiries or to apply please email [deanne.mann@htw.com.au](mailto:deanne.mann@htw.com.au) citing reference AACBR012018.

Applications Close: *15 January 2018*

*Please note: only shortlisted applicants will be contacted*