

## ASSISTANT VALUER – GIPPSLAND

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 over 800 employees.

An opportunity exists in our Sale office for an Assistant Valuer. Reporting to one of the Director's, you will be responsible for providing data and reports that support valuer outcomes as you progress to become qualified yourself. This position is ideal for a final year student or graduate who wishes to become a Registered Valuer, and who has the ability to work full time.

Key tasks of the role include:

- Workflow co-ordination
- Property data & sales research
- Administration duties as required

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

- Tertiary qualifications in a property related field (or completing final years of study)
- A passion for the property industry
- A high degree of computer literacy
- Strong interpersonal, written and verbal communication skills
- Excellent telephone manner and customer service ethic
- Ability to work in a team environment
- High level of organisation and efficiency
- Ability to work within tight time constraints and multitask
- Strong attention to detail
- Self motivated with a positive attitude

For enquiries or to apply please email your resume to [jane.anderson@htw.com.au](mailto:jane.anderson@htw.com.au)