

INTERNAL POSITION VACANCY

ASSISTANT PROPERTY VALUER - COMMERCIAL

- Do you like to be constantly busy and enjoy supporting a team?
- Are you passionate about becoming a Commercial Property Valuer?
- Do you thrive in a fast paced fun environment?

We are looking for an Assistant Property Valuer to be based at our Botany office to provide valuable support to our Commercial valuation team.

Key responsibilities of the role include:

- Assist the valuation team with preparation of reports within stipulated timeframes and according to agreed format and standards. Preparation includes:
 - Provide recent and relevant sales and rental searches for each file prepared.
 - Enter sales into the database, ensuring they are correctly analysed.
 - Attend field inspections with Valuers to support own development.
 - Ensure the quality of data and preparation is of the highest quality in line with HTW quality standards.
 - Assist the support team when required.
 - Manage work tasks, in conjunction with the Administration/Support team, to ensure compliance with service level agreements
 - Maintain and enhance client relations through efficient and professional customer service.
 - Assist the commercial division in reducing turnaround times by supporting the team with following up outgoings and attaching all documentation and completing sales evidence.

To be successful in this role, you will need:

- A real desire to learn and contribute to the Commercial valuation business.
- Superior customer service and organisation skills.
- Experience in a fast paced environment.
- A hardworking, flexible and reliable attitude.
- Well-developed written and verbal communication skills.
- A high level of attention to detail.
- A pro-active attitude.
- Willingness to undertake a variety of tasks.
- Demonstrated ability to work effectively in a team environment.
- Currently studying towards CPV.

We are seeking a strong team player that is prepared to commit to a minimum of 18 months in this position before having the opportunity to move into a CPV role (where available). If you are interested in this role, then apply via email to Vikki Agostino (vikki.agostino@htw.com.au) with a short covering letter and your resume by Friday, 10th May 2019.