



Fifty Years of Property Valuation
1968–2018

ADMINISTRATION ASSISTANT / CUSTOMER SERVICE OFFICER

- Supportive and friendly team culture with great benefits.
- Be part of the exciting property industry in a national successful business.
- Bella Vista / Norwest Business Park location.

Join one of the largest independent property advisory organisations in Australia that has over 65 offices around Australia and approximately 900 employees.

Our Sydney location has a position available for an efficient Administration Assistant to join our busy Customer Service Team. This role will contribute to the efficient operation of the residential valuation division and suits a person who enjoys working in a busy, successful and supportive environment

This full time role based at our Norwest Business Park office in Bella Vista, is responsible for a good variety of customer service and administration tasks:

- Contacting real estate agents, property owners and tenants to arrange appointments for the valuers to conduct a property valuation.
- Manage customer enquiries and client communication.
- Entering information into our valuation system.
- Liaising with Valuers.
- General administration duties.

To help you be successful in this role you will need:

- Well-developed data entry / computer skills.
- Experience in a call centre / customer service or administration role.
- Sense of urgency to work within tight time constraints.
- Fast learner and able to undertake multiple tasks.
- Ability to adapt to new processes and procedures.
- Highly organised and efficient.
- Strong interpersonal, written and verbal communication skills.
- Self-motivated with a positive attitude.
- Previous experience in a property related field would be an advantage.

We work with the latest technology; have the best team environment and great customers. For enquiries, please email a covering letter and resume to vikki.agostino@htw.com.au.

Please note: Confidentiality is assured and only shortlisted applicants will be contacted. It is a condition of employment that successful candidates undergo a company paid Federal Police Clearance.