



## RESIDENTIAL VALUATIONS COORDINATOR – BRISBANE OFFICE

Taylor Byrne Valuers is a wholly owned and operated entity with 25 offices throughout Queensland and New South Wales. Taylor Byrne is a highly respected company providing a diverse range of valuation services and is known for its strength in litigation valuation, mortgage security, family law and asset portfolio valuations.

We are currently seeking an enthusiastic and organised person to fill the role of Residential Valuations Coordinator in our busy Brisbane office.

You will be required to:

- Prepare valuation files from on line systems.
- Arrange inspection times and make appointments for valuers.
- Monitor workflow.
- Communicate and liaise with clients and valuers.
- Maintain property professional's day to day calendars.

To be successful in this role, you will:

- Possess excellent time management skills.
- Be proficient in internet use and Microsoft.
- Have excellent organisational and administrative skills.
- Be able to work well in a team environment, as well as independently.

If you would like further information on this great opportunity, please email:

[tocalaghan@taylorbyrne.com.au](mailto:tocalaghan@taylorbyrne.com.au).

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QLD Brisbane | Bundaberg | Cairns | Emerald | Gladstone | Gold Coast | Hervey Bay | Kingaroy | Mackay | Rockhampton | Roma | Sunshine Coast | Toowoomba | Townsville

NSW Albury Wodonga | Bathurst | Coffs Harbour | Grafton | Inverell | Lismore | Newcastle | Orange | Port Macquarie | Tamworth | Taree

VALUERS & PROPERTY CONSULTANTS