



WORKFLOW ADMINISTRATOR



Opportunity to take control of your own work



Attractive remuneration package.



Modern office with great views

Building a new home is an exciting and stressful time. As the Workflow Administrator for this HIA award winning building company, you will be an integral part of their organisation. Responsible for client's jobs progressing smoothly through all stages of the building processes, your expertise and friendly customer service will help build strong client relationships.

The role includes:

- Client management; as point of contact for all clients.
- Reviewing building plans and contracts and processing relevant applications for lodgement with statutory, legislative and other authorities as required to achieve development approval.
- Creation and maintenance of database records to ensure all jobs are up-to-date and communication has been documented.
- Providing progress reports to clients, progress claims and processing of payments.
- Monitoring job progress and provide status reports to management.
- Liaising with internal departments to ensure all customer queries are addressed promptly.
- Providing administration support to senior management.
- Organising after-service care and maintenance of new homes throughout the guarantee period.

To be successful in the role you must have an excellent understanding of the building and approval processes having worked within the building industry.

This role will suit someone who enjoys multi-tasking, having their "finger on the pulse", being an important member of the team taking personal responsibility to ensure successful outcomes. You will be professional but not at the expense of being friendly. You must have intermediate skills in MS Office applications and excellent communication skills.

Interested?

Contact **Kirsten Keenan** on 0404 778 210 or send your resume to kirsten@developmentcareers.com.au with reference: **K100302**

