



Client Services Administrator

\$55,000-\$65,000

Full time

Are you looking for a rewarding career in the construction industry? Would you like to work with an employer who actively supports continuous learning and career development? At The Building Approval Company, we continually invest in our staff and our systems to ensure our innovative Building Certification business can keep growing. We can offer a diverse workload, a new office, flexible conditions, and a great team.

We are seeking a great communicator who is customer service focused and systematic. Someone energetic with a can-do attitude and exceptional attention to detail. Someone who can you manage multiple deadlines and tasks?

We are happy to offer superb working conditions and training for the right Client Services Administrator.

The Company:

We are known as the “go-to” firm that delivers peace of mind to our clients whatever their project. We understand the need to invest to ensure we have the best available people and technology. We strive to continually improve our systems, deliver easy-to-work-with solutions, and maintain our 5-star customer service rating. We work as a team to achieve our individual goals. Our clients appreciate our solutions focus, attention to detail and timely responses.

The Position:

We are looking for a motivated Client Services Administrator to join our busy Cairns team working with our team of Certifiers to deliver building approvals and inspections. This role is the first point of contact for our customers. We need someone administration experience and a willingness to learn.

This role involves data entry, diary management and liaison with builders and contractors, so attention to detail and excellent customer service skills are essential.

You will be working in our Cairns office but also with our team based in Townsville so the ability to create great working relationships remotely is an advantage.

Cairns Office: Suite T2.7, 2 Chelsea Lane, Redlynch, QLD 4870

Townsville Office: Tenancy 4, 1 Kalynda Parade, Bohle Plains, QLD 4817

Postal: PO Box 74, Redlynch, QLD 4870

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ABN: 60 614 946 888



Requirements for the Role:

- Administrative experience.
- Excellent attention to detail.
- Ability to use a range of the latest technology.
- Exceptional interpersonal skills focusing on honest and open communication.
- Dependable and proactive attitude.
- A team player who works with precision and accuracy in a systematic and logical manner.
- Be well presented with great customer service skills.
- Be teachable and have a willingness to learn.
- Solutions focused and self-motivated.

Why should you apply?

- Great working conditions in a new office facility.
- Exceptional team.
- A diverse workload.
- Excellent training and opportunities for career development.
- ISO certified systems that are mobile and easy to use.

At The Building Approval Company, we believe in “*A better built environment for all*”. Feel free to email careers@tbac.com.au if you want a copy of our “*How we do things around here*” mission and values statement and a full job description.

To apply for this position please send your resume and a covering letter addressed to our Director, explaining why you would be the best person for this role, to careers@tbac.com.au by August 7.