**Client Services Administrator**

**$60,000 - $70,000**

**Full time**

**Are you looking to take the next step in your construction administration career? 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.**

**If you are an excellent administrator with knowledge of the building approval process, and the construction industry, then we would love to hear from you.**

**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. Can you manage multiple deadlines and tasks? And most importantly do you have building certification and construction industry experience?**

**We are happy to offer superb working conditions 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 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 with building certification experience who can hit the ground running in this busy office (training supplied). Knowledge of Building Certification Systems (BCS) would be a bonus.

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

You will be working with a team based in Townsville and Cairns. The ability to create great working relationships remotely is an advantage.

**Requirements for the Role:**

* Administrative experience in certification.
* 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.
* Must have current Queensland driver licence.

**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.
* Tropical Cairns living in a beautiful natural environment.

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, two referee’s 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 31.