

Position Profile

Assistant Valuer / Valuation Analyst - Melbourne

Our Company

- m3property Australia is a leading, independent, property advisory group providing property valuation and advisory services including property research to Australia's blue chip and mid-cap markets.
- This is an exciting opportunity to develop your career in a supportive work environment with a highly respected national property organisation.

The Role

- Working closely with our collaborative and supportive team, you will add value through assisting our Valuers by providing valuations, advice and accurate research and analysis of property for our valued clients.
- You will build your capability and gain exposure working alongside our Industrial sector valuation team.
- You will have access to a national team of valuations experts to build your expertise and career.

What will you do?

- Undertake valuations, inspections, and other tasks under the supervision of a qualified Valuer.
- Complete research and analysis of market evidence for reporting.
- Assist valuation teams in undertaking data collection, sales and rental research and analysis.
- Undertake property enquiries with authorities and government departments.
- Compile data into the Sales and Leasing database.
- File management adhering to quality procedures.
- Take comprehensive and legible field notes when inspecting properties.
- Assist in preparation of reports.
- Working within the team, office, and company to develop good working relationships.
- Deliver excellence in your work and actively engage in professional development and learning.

About You

- You will be bright, motivated, ambitious, passionate, and looking to establish a career within property.
- You will have very good time management and organisational skills and be able to meet deadlines in a fast-paced work environment.
- You will enjoy achieving your targets and developing your skills within a property focused environment.

What will you bring?

- Completed or nearing completion of your tertiary qualifications in Property.
- Previous experience in a similar role in the property industry is advantageous.
- You must be working towards certification with the API as a CPV.
- Excellent interpersonal, verbal, and written communication skills.
- The ability to master propriety property software i.e., Estate Master.
- The ability to prioritise and multi-task.

What do we offer?

- Competitive Salary.
- A clear career pathway with support, mentoring and professional development.
- Support from a National team to inspire you to be the best.
- Fantastic workplace culture and employee benefits.
- Great working environment with social activities.

How do you apply?

- If you are interested, please respond by applying with a Resume and Covering Letter, outlining what you can bring to the position and any relevant experience to the position.
- This role is full-time. Part-time applications will be considered if candidates are nearing completion of their tertiary qualifications.
- You must have the right to work in Australia to apply for this role.
- Email your application to the National HR Manager m3hr@m3property.com.au

Company Website: <https://m3property.com.au> **Applications Close:** 08 July 2022