



**JUST  
INSPECTIONS**



# JAN MARTIN

Admin

## About Me

I have 4 children and 7 grandchildren so if I do get free time, I like to spend time with them and their sporting activities. My son is married with two children and lives in the UK - I like to travel to see them as often as I can. I like walking, catching up with friends for lunches, movies etc. I also volunteer at the Atheneum Theatre in Lilydale (front of house and ushering duties). Renovating my unit purchased in 2024.



1300-558-119



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72 York Street, South  
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## My Expertise

- Excellent communication skills including dealing with difficult customers
- Building Industry Experience
- Administration skills
- Warranty Claims
- Scheduling bookings Word, outlook
- Xero Accounts/Invoicing
- Excellent phone manner
- Office/Housekeeping
- Message-media

## Experience

### Just Inspections (Victoria - Australia)

#### 2025- Present

I help ensure Just Inspections Provide in-office administrative support for daily business operations. Assist with payroll processing, invoicing, and financial tasks (Xero & Workflow Max). Handling correspondence emails and phone calls. Update and maintain office procedures and policies

### Buildcheck Engineering Consultants - Building Consultants

#### 2016-2024

Administrator of Just Inspections sister company to Build check booking all owner builder and pre-purchase inspections for clients, Liaising with inspectors and clients, typing reports, invoicing and handling numerous phone enquiries.

### Luxury RV's Caravans

#### 2014 to 2016

Booking customers for service. Handover of new caravans to customer

### Build Assess Pty Ltd - 2008 to 2014

Conducting all facets of office administration within a Building inspection and Warranty firm. Responsibilities included Incoming calls, emails, accounts, banking, typing reports, mail, data entry, accounts, invoicing, customer/client inquiries, housekeeping.

### Integrity Extended Warranties - 1998 to 2008

Responsibilities included Recording and processing warranty claims, customer service (including dealing with difficult customers by phone and front of office), data entry, manage switchboard, banking, bookkeeping and general housekeeping.

### Colonial Court Receptions - 1991 - 1998

Waitressing Basic front of house administration

## Education

Year 12 Maroondah Secondary College

Secretarial Studies - Bradshaws Business College, Melbourne

Medical Reception - 2015