

CAPABILITY STATEMENT

Alison Teague



Business Support

CONTACT DETAILS

08 8373 4949

62-66 Glen Osmond Rd
Parkside SA 5063

QUALIFICATIONS

- Cert IV in Business Management
- Cert IV in Community Services

Alison is a key member of the Adelaide office, providing customer service and business support to our project consultants and service areas.

She is passionate about providing quality customer service and varied assistance to our water team consultants, to help deliver great project outcomes and contribute to a smooth-running, efficient office.

Alison has worked in various industries and brings extensive administration experience together with well-developed analytical, problem solving and time management skills.

Areas of expertise

- Client liaison and customer service
- Consultant support
- Office administration
- Accounting
- Project administration
- Event and travel logistics
- Office management
- (QMS) Quality assurance coordinator
- Data and process analysis

Professional experience

- Pinion Advisory – Business Support, 2022-present
- Westpac Mortgage Centre – Loan Servicing Officer and Project Support (multiple teams), 1996-2022
- Michael Brindley Insurance Agency – Personal Assistant and Office Administration Officer, 1993-1996
- Lite N Easy – Sales and Office Administration Support 1995-1996
- National Mutual Insurance – Life and Superannuation Administration Officer, 1988-1993