

Building Science Associate

Normac – Vancouver, BC

Are you experienced in real estate financial planning and depreciation reports? You could be our perfect fit!

About Us

Normac was founded in 1998 in Vancouver, with a mission to provide the highest quality and most progressive Appraisal and Building Science solutions in the business. At the core of our business is our relentless belief that our relationships with our clients underpin all aspects of our organization and the high quality of our work remains our competitive advantage. Our well-established reputation has provided us with a strong presence in the markets where we operate, which has expanded to proudly serve all regions of British Columbia, Alberta, and Western Canada.

The Role

Our Vancouver office is seeking a Building Science Associate to conduct on-site property inspections and prepare depreciation reports. This is a mid-level role for a professional with 2+ years of relevant experience in the depreciation report (reserve fund) planning industry who has a university degree in engineering, real estate, construction, architectural or building sciences. This opportunity will also appeal to someone who is pursuing or possesses their Certified Reserve Planner (CRP) designation through the Real Estate Institute of Canada. This is a full-time permanent position located in our downtown Vancouver office.

The ideal candidate will be an organized, dynamic and collaborative individual who likes to work in a team environment. We value people who are fun to work with and have a positive impact on the team. The work is diverse, challenging and rewarding and allows you to be hands-on and integral to the growth of the company as we expand our operations across Canada.

Required Education

- University degree in engineering, real estate, construction, architectural or building sciences.
- Possess or working towards a Certified Reserve Planner (CRP) designation would be a plus.

Responsibilities

- Perform on-site property inspections, photograph properties, and measure specifications to evaluate building system age, expected life and quality
- Collect and review property documents including blueprints, bylaws, financial reports, and consultants' reports.
- Complete building take-offs using the company software.
- Prepare comprehensive financial models and reports.

- Present and report findings to building owners.
- Follow up with clients where required.
- Perform general administrative duties such as record keeping, document distribution, preparing correspondence, maintenance of files/plans and specifications.
- Provide assistance to the company where required.

Skills and Qualifications

- 2+ years of experience in engineering, building inspection/maintenance, construction methods and/or real estate financial planning.
- Ability to write and prepare financial plans.
- Knowledge of Building Plans, Blueprints, and Drawings.
- Knowledge of construction methods and materials.
- Familiar with building systems (structure, HVAC, electrical, plumbing, etc.).
- Experience with building take-offs.
- Strong presentation and communication skills.
- Proficient in Microsoft Office (Excel, Word, PPT), Outlook, and similar platforms.
- Strong analytical and arithmetical skills.
- Excellent communication and interpersonal skills.
- Adhere to deadlines without compromising quality and accuracy.
- Able to multi-task and maintain strong attention to detail.

What We Offer

Normac is a progressive employer providing a positive work environment. We offer a competitive salary, flexible work schedule, social activities as well as room to grow within the company. At *Normac*, we encourage innovation, creative ideas and new ways to perform our job and conduct business. Employees work as a team, contribute and collaborate to each other's success.

Recognized for its high standards, service, and professionalism, *Normac* is the premier Insurance Appraisal and Building Sciences company in Canada. With an enviable client base and commitment to value and service, *Normac* is capturing sizable growth opportunities maintaining its market-leading position.

For the successful candidate, *Normac* offers a solid foundation, an entrepreneurial environment, and personal growth opportunities where ideas and people matter.

This is a **full-time permanent** position located in our downtown Vancouver office.



How to Apply

Please submit your Resume and Cover Letter with salary expectations, along with your answers to the pre-screening questions, through our Human Resources website here:

<https://normac.bamboohr.com/jobs/view.php?id=34>

We appreciate and thank all applicants for their interest in *Normac*, however, only candidates selected for an interview will be contacted. We will be accepting applications until such time a suitable applicant is selected.