

Property Information Collector

Normac – Vancouver, BC

Are you interested in real estate and inspecting buildings across the province?

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

We are seeking a motivated, detail-oriented Property Information Collector to join our growing team. Reporting to the President in our Vancouver head office, the successful candidate will assist our Insurance Appraiser team in conducting on-site property inspections and preparing reports. This is an entry level role for a recent graduate with an educational background in real estate, construction, architectural or building sciences who is interested in insurance appraisals and looking for a full-time opportunity. Training will be provided.

The ideal candidate will be an organized, dynamic and collaborative individual who likes to work in a team environment. 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

- A Diploma or bachelor's degree
- Degree or Diploma in Urban Land Economics, and/or B. Commerce in Real Estate from an accredited institute such as UBC would be considered an asset

Responsibilities

- Perform on-site property inspections, photograph properties, and measure specifications
- Collect and review property documents from various municipalities including blueprints, bylaws, financial reports, and consultants' reports; prepare summaries of findings
- Obtain and digitize building plans from City Halls and Land Titles office; upload into our paperless system
- Calculate Total Insurable Value (TIV), update values and determine replacement costs for common property

- Set up the project template program with all relevant data
- Prepare, edit and review reports and financial plans
- Present and report findings to building owners
- Complete building take-offs using the company software
- Provide exemplary service to clients and respond to inquiries in a timely fashion
- 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

- Valid driver's license, a clean driving record, and a dependable vehicle are mandatory, as travel throughout the province is required
- Familiarity with building plans, blueprints, and drawings
- Knowledge of construction methods and materials
- Familiarity with building systems (structure, HVAC, electrical, plumbing, etc.)
- Experience with building take-offs
- Proficient in Microsoft Office (Excel, Word, PPT), Outlook, and similar platforms.
- Strong analytical and arithmetical skills with attention to detail
- Excellent communication and interpersonal skills
- Ability to meet deadlines without compromising quality and accuracy
- Exceptional organizational skills and a strong aptitude to prioritize and multi-task
- Self-motivated with an ability to work independently and as part of a team

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** 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=30>

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.