

Depreciation Report Coordinator

Normac – Vancouver, BC

Are you interested in identifying property deficiencies and performing financial planning for real estate? 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 Depreciation Report Coordinator to assist our building science team in preparing reports. This is an entry level role for a recent graduate with an educational background in urban land economics, construction, architectural or building sciences who is looking to gain experience in the reserve fund planning industry in a 6-month full-time contract role, with the possibility of extension or a permanent position after the contract ends. This opportunity will also appeal to someone who is interested in pursuing their Certified Reserve Planner (CRP) designation through the Real Estate Institute of Canada.

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

- Diploma in Urban Land Economics, Architectural Sciences, Building Sciences, and/or Construction Management from an accredited institute such as BCIT.
- University degree, such as Bachelor of Business in Real Estate (BBRE) from UBC, would be considered an asset.
- Interest in obtaining a Certified Reserve Planner (CRP) designation would be a plus.

Responsibilities

- Assist the building science team in meeting project deadlines.
- Collect and review property documents including blueprints, bylaws, financial reports, and consultants' reports. Prepare summaries of findings for the team.
- Follow up with clients where required.

- Complete building take-offs using the company software.
- Prepare, edit and review reports and financial plans.
- Set up the project template program with all relevant data.
- Coordinate and deal with various municipalities to gather plans/blueprints.
- Ensure the team and client needs are met in a timely manner.
- Perform general administrative duties such as record keeping, document distribution, preparing correspondence, maintenance of files/plans and specifications.
- Actively participate in a team environment.
- Provide assistance to the company where required.

Skills and Qualifications

- 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.
- 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 6-month contract position, with a possibility of extension or a permanent position after the contract ends, 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=35>

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.