

Job Description – Administrator/Junior Analyst – Real Estate Appraisal Industry

The Company

CWPC is one of Canada's most successful, experienced and largest commercial appraisal and property consultancies. We provide in-depth appraisal and consulting services for all property-related matters. To better serve our client base, we have offices nationwide in Vancouver, Surrey and Toronto. This position is in the Vancouver office.

We provide due diligence and accurate data in a timely, personalized manner enabling our clients to make sound financial and investment decisions. All valuation services are prepared, or reviewed, by fully accredited members of the Appraisal Institute of Canada. Since inception, our firm has earned a reputation for providing clients with professional and practical advice of the highest calibre. Principals and senior staff have decades of experience related to appraisal and the real estate industry. The diversity of our client base attests to our ability to apply critical analysis to the task at hand.

Job Purpose

To provide research and administrative support to a team of real estate appraisers. To work with senior appraisers and assist in the production of high quality reports for clients.

If you are interested in the Real Estate industry, enjoy research, are detail oriented, highly numerate and like working as part of a team, this could be the position for you. There is scope, over time to develop in this role.

Main Duties

1. Liaise with the senior appraiser to understand appraisal report methodology.
2. Assist in building appraisal reports with land title information, tax assessments, zoning and planning, previous listings and sales of the subject property, etc.
3. Download appropriate maps from municipal websites, to build detailed reports.
4. Use online resources to find appropriate comparables for the senior appraiser.
5. Call realtors and third parties to obtain good quality data on subject properties and comparables, offers, pricing, interest, market information, outlook on the market etc. Also make use of internal databases.
6. Add specific property type overviews from market reports prepared by the brokerage houses where appropriate, in order to support the appraiser's conclusions and values.
7. Provide general administrative support such as invoicing, charting, backing up files, etc.
8. The goal is to become an accredited appraiser with the Appraisal Institute of Canada. Beginning as a Candidate member, if not already enrolled and complete requirements outlined by the AIC, i.e. completing a minimum of one (1) of the required courses towards AACI designation per year.

Dimensions

The provision of support to up to 5 appraisers.

Experience/Qualifications Preferred

- Degree level education preferred
- Education in the real estate field preferred
- A knowledge and interest of the development trends along the Broadway SkyTrain extension project would be an asset.

Job Competencies Required

- Fluent English skills (Reading, Writing and Speaking)
- Must be highly proficient in MS Office Suite
- Extremely sharp attention to detail
- Excellent internet research skills
- Good communication skills
- Excellent writing and grammar skills
- Demonstrated ability to build and develop relationships
- Ability to multi-task, meet deadlines and complete tasks in a timely matter
- Experience in or demonstrated passion for the Real Estate industry preferred

CWPC Core Competencies

- Positive and energetic approach to work
- Flexible, innovative and open to change
- Professional, organized, reliable and committed to quality of output
- Team oriented, respectful of others, adds to success
- Problem solving, sound decision making, good judgment
- Good verbal and written communicators

Please email a cover letter, your resume and transcripts (if available) as attachments, either in MS Word or PDF format, to Alison Dutton at alisonduttonconsulting@gmail.com

Please note that only shortlisted candidates will be contacted. Thank you for your interest in joining the team at CWPC Property Consultants Ltd.

No telephone calls please.