

JOB TITLE: Reserve Planner Analyst

REPORT TO: Senior Certified Reserve Planner

JOB LOCATION: Kelowna, BC

FULL-TIME, Permanent Position

COMPANY: Kent MacPherson Appraisals

JOB DESCRIPTION: You will assist in driving and expanding the Depreciation Reports business by providing strata reserve fund planning analysis and managing day-to-day operation of the Depreciation Report portfolio.

SALARY: Highly competitive

TO APPLY: email resume to kristie@kanrecruitment.com

RESPONSIBILITIES AND DUTIES:

- Maintain Depreciation Reports (DR) records on quotes & approvals
- Manage component summary documentation in the Depreciation Report portfolio
- Research new properties to assist with preparing a quote for DR or Insurance Appraisals by accessing external and internal data sources
- Review, research, analyze and evaluate market, economic and property data, documents and bylaws
- Remain current with processes, laws and regulations
- Develop and maintain costing research archive
- Prepare material and provide support for business development opportunities
- Assist in performing on-site reviews of properties to establish common area and limited common area assets; learn how to calculate, quantify and establish replacement cost for all applicable assets

POSITION REQUIREMENTS:

- Certified Reserve Planner designation (upon success application and completion)
- Diploma, University Degree or equivalent experience
- Knowledge of building components, construction, and financial documents
- Strong critical thinking, analytical and research skills
- Good communication skills with strong attention to details
- Strong relationship building and client management skills
- Proficient organizational and time management skills
- Strong knowledge of office software
- Ability to network and market services

KRISTIE NYROSE - Owner & Recruitment Specialist

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