

OFFICE MANAGER/RESEARCHER POSITION

We are looking for a co-op student who is looking to accelerate their career within the appraisal industry. We provide the training, background and the support, with the intention of you progressing into an appraiser role. This is a very rare opportunity to be able to hit the ground running in an office management/research position and complete your education requirements, while learning from one of our industry leaders.

Nearhood Appraisal Services Ltd. is a busy, professional real estate appraisal firm located in the heart of Fort St. John, British Columbia. We are a full service appraisal firm specializing in residential, commercial, industrial, insurance and consulting reports throughout the Peace River Area including: Fort St. John, Dawson Creek, Tumbler Ridge, Chetwynd, Hudson's Hope, Taylor and Fort Nelson.

At Nearhood Appraisal Services, we strive to be the most respected appraisal firm in the Peace River District. A strong foundation has been laid which is based on understanding the needs of our clients allowing us to offer valuable advice and insight. Clients depend on our firm for valuable insight and knowledge. Come fill your tool box with opportunity driven by your talent, motivation and integration.

WHAT CAN YOU EXPECT?

In our office you can expect to be supported by a team focused on your success and the success of the business. We have resources, tools and marketing in place.

Your entry into this career path will begin as an advanced administrative role while you are building your understanding of the industry. Your growth potential will be dependent on you. There is lots of room for career growth.

The successful applicant will be responsible for the following:

- To complete accredited courses working towards your candidate status
- Understand and complete administrative tasks to support your role and the businesses
- Draw building/land diagrams
- File Management
- Adhere to quality control policies and company/industry standards
- Research and duties as assigned
- Motivation, focus and dedication a must for this position

As the applicants career path evolves there will be opportunity to

- Inspect properties to evaluate construction, condition, special features, functional design and take property measurements
- Estimate building replacement costs
- Evaluate land and neighborhoods where properties are situated to observe location, trend, impending changes and features such as schools, parks or shopping to determine their impact on property values

The successful applicant will possess these qualifications and skills:

EDUCATION/QUALIFICATIONS

- Preference will be given to a candidate with a B.Comm or real estate related back ground
- Advanced working knowledge with Microsoft Word, Excel
- Technically capable of using systems or programs (training will be provided)
- Have an advanced interest in all aspects of real estate
- Keep up to date with technical advances applicable to the job
- Keep up to date with updates to regulatory bodies and industry specific rules/regulations/codes
- Prepared to give oral presentations to community stakeholders
- Drivers License and Vehicle

SKILLS

- Effective communication skills, both written and spoken, that allow for the building of relationships with both staff and clients. This includes the ability to give and receive constructive feedback.
- Strong English language skills including: structure and content of the English language, spelling/meaning of words, rules of composition and grammar. The ability to speak clearly so others can understand you. The ability to communicate information and ideas in writing so others will understand.
- Ability to be a team player and work well un-supervised – the position will require you to work closely with colleagues and clients, however the successful candidate will also be required to work well without supervision and to make executive decisions when required
- Critical Thinking – using logic and reasoning to identify conclusions, solutions and approaches to problems
- Organizational ability – key requirement of this role is to be able to organize yourself and tasks at hand in an efficient manner

- Judgment/Decision Making – consider cost and benefits of potential actions to choose the most appropriate one. The ability to assess the value, importance and quality of an item or circumstance and how it impacts the evaluation.
- Active Listening – taking time to understand the points being made
- Deductive Reasoning – applying general rules to specific situations to produce answers that make sense
- Mathematical Reasoning and Number Facility - to be able to choose the right methods or formulas to solve a problem quickly and correctly
- Problem Sensitivity – the ability to tell when something is wrong or likely to go wrong (not to solve-just to identify)
- Near Vision and Far Vision – the ability to see details at close range and a broad overview
- Researching – obtaining information from all relevant sources, search public records, check building codes and zoning by-laws

HOW TO APPLY

Forward the following to info@nearhood.ca:

- Resume
- Cover Letter
- Example of work product ie: research project, showcase report writing, formatting and researching skills

STAFF TESTIMONIALS

“Over the past 5 years of being employed at Nearhood Appraisal Services, I have a whole portfolio of skills that I can take away with me. The role and company has supported me tremendously with my career advancements and it is priceless to be able to learn from the best in the business, be within a professional environment and still feel as though we are all family”

“Be prepared to learn and grow. I have grown so much in my first year with the company and continue to learn new things every day. This is a fast paced dynamic company and it is exciting to be a part of the climb.”