

Position Title: Research Analyst

Location: Centennial, CO

Salary: \$19.23 - \$21.63 Per Hour

Company

National Valuation Consultants, Inc. (NVC) is the largest privately held, commercial real estate appraisal, valuation, and consulting firm in the United States, with offices in Denver, Rutherford, Cincinnati, Atlanta, Chicago, Dallas, Houston, Boston, San Francisco, and South Florida. The Denver corporate office is currently seeking a full-time Research Analyst. The ideal candidate must possess the requisite skills as well as the desire to remain in the position long term.

Job Responsibilities

- Research, analyze, and compile written reports specific to various industry types such as office, retail, industrial, multi-family, land development, condos, hotels, resorts, etc.
- Gather data from government websites, use of numerous proprietary and public web-based sources, interview market participants, and analysis of documents from multiple sources.
- Analyze all data and information relevant to scope of assignments and draw conclusions to support the data represented.
- Read and proof all documents, reports, excel tables/templates, as well as conclusions, in order to ensure the finished product is professionally presented with appropriate, pertinent, and accurate information.

Knowledge, Skills & Abilities

- Excellent business writing, editing, and proofreading skills.
- Strong analytical and research skills with excellent writing ability required.
- Must possess the ability to interpret, manage, and strongly present information in written form.
- Proficiency with Microsoft Suite – Outlook, Word, Excel, PowerPoint.
- Attention to detail with good organizational skills.
- Must possess strong verbal and interpersonal communication skills.

Job Qualifications

- Undergraduate degree is required, preferably in English, Communications, Business Writing or Technical Writing.
- Strong work ethic.
- Must possess ability to understand departmental operations, procedures and implement changes that arise as systems evolve.

NVC offers an office culture of friendliness, respect, teamwork, quality, and integrity. Included with this position is a comprehensive benefits package, including medical, dental, vision, disability, life insurance, 125 cafeteria plan, paid time off, 401k with employer match, and wellness and community involvement programs.

To be considered for the position, please send a **resume** to Patti Lujan at plujan@nvcinc.com. For additional information about NVC, please visit the company website at: www.nvcinc.com.

A background check will need to be successfully passed as a condition of employment.