



National Valuation Consultants, Inc.

Position Title: Administrative Assistant

Location: Centennial, CO

Salary: \$20.00 Per Hour

Company

National Valuation Consultants, Inc. (NVC) is the largest privately held, commercial real estate valuation and consulting company in the United States, with offices in Denver, Atlanta, Boston, Chicago, Cincinnati, Dallas, Houston, Los Angeles, NY/NJ Metro, San Antonio, San Francisco, Savannah, Seattle, and South Florida. The Denver corporate office is currently seeking a full time **Administrative Assistant** to work Monday through Friday, 9:00 AM to 5:30 PM.

Job Responsibilities

- Provide exceptional customer service
- Heavy data entry
- Act as a liaison between bank clients, appraisers, and other office staff
- Accept, log, and distribute new appraisal assignments once awarded
- Make general database updates frequently
- Be the primary contact for the appraisers for general inquiries
- Provide back up to other administrative areas (cross-training in all areas)
- Provide phone & front desk coverage when necessary
- Other general administrative tasks as needed or assigned

Knowledge, Skills & Abilities

- Dependable and self-motivated
- Strong desire to assist others
- Ability to meet deadlines and work under pressure
- High attention to detail with good organizational skills
- Strong verbal and written communication skills
- Proficient in Microsoft Suite – Outlook, Word, Excel
- Working knowledge of Adobe

Job Qualifications

- Associates or bachelor's degree preferred, but not required
- Minimum of one-year professional experience
- Team player with a strong work ethic
- Must present professionally and have a positive demeanor

NVC offers a competitive compensation plan and the opportunity to work with an industry leader. Included with this position is a comprehensive benefits package, including medical, dental, vision, disability, life insurance, 401k with employer match, wellness programs, and paid days off. To be considered for the position, please send a **resume** to Patti Klose at pklose@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.