



National Valuation Consultants, Inc.

Position Title: Engagement Coordinator

Location: Centennial, CO

Salary: \$42,500-\$43,500

Company

National Valuation Consultants, Inc. (NVC) is a leading national commercial real estate valuation and consulting firm. With a network of offices across the US, NVC offers a dynamic and collaborative work environment. The Denver corporate office is seeking a highly organized and detail-oriented Engagement Coordinator to join our team.

Job Summary

We are seeking an Engagement Coordinator to play a vital role in supporting our appraisal professionals and ensuring exceptional client service. The ideal candidate will possess a solid foundation in multitasking, attention to detail, and accuracy.

Job Responsibilities

- Accept, log, and distribute new appraisal assignments once awarded.
- General database updates.
- Write engagement letters and send to clients.
- Maintain client confidentiality.
- Deliver exceptional customer service to ensure appraiser and client satisfaction.
- Act as a liaison between clients, appraisers, and other staff.
- Maintain and update weekly job lists.
- Act as a primary point of contact for appraisers, addressing general inquiries and providing support.
- Cross-train in all administrative functions to provide support across the department.
- Provide phone & front desk coverage when necessary.
- Perform other general administrative tasks as needed or assigned.

Job Qualifications

- Proficient in Microsoft Suite – Outlook, Word, Excel.
- Working knowledge of Foxit or similar PDF program with the ability to edit PDFs when necessary.
- Strong computer skills with the ability to navigate multiple internet tabs simultaneously.
- Dependable, focused, and self-motivated with a strong desire to assist others.
- Meticulous attention to detail.
- Excellent time management and organizational skills.
- Ability to multitask effectively, prioritize under pressure, and thrive in a fast-paced environment.
- Excellent communication and interpersonal skills, both written and verbal.
- Minimum of one-year professional experience, degree preferred but not required.
- Team player with a positive and professional demeanor.
- Strong work ethic, dedicated to exceeding expectations.

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 time 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.

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