



National Valuation Consultants, Inc.

Position Title: Front Desk/Administrative Assistant

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 Administrative Assistant to join our team working Monday through Friday, 8:30 AM to 5:00 PM.

Job Summary

We are seeking an Administrative Assistant 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

- Provide front desk and phone coverage.
- Greet and welcome employees and guests.
- Maintain a clean and organized reception/kitchen area.
- Monitor office supplies.
- Deliver exceptional customer service to ensure appraiser and client satisfaction.
- Act as a primary point of contact for appraisers, addressing general inquiries and providing support.
- Heavy data entry and general database updates.
- Maintain and update weekly job lists.
- Cross-train in all administrative functions to provide support across the department.
- 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.
- Strong computer skills.
- Self-motivated and dedicated to achieving team goals.
- Strong desire to assist others.
- Proven ability to manage time and prioritize tasks effectively, ensuring accuracy and attention to detail.
- Excellent communication and interpersonal skills, both written and verbal.
- One-year of relevant professional experience.
- Professional and courteous 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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