



National Valuation Consultants, Inc.

Position Title: Administrative Assistant

Location: Centennial, CO

Salary: \$42,500-\$45,760

Company

Founded in 1991, NVC's focus has been on two guiding principles: client service and quality of product. Our unwavering commitment to these standards has served us well, solidifying our reputation as a leader in the industry. We strive to hire candidates who share our commitment to these core values and aspire to build a successful, long-term career with NVC and the appraisal industry. The Denver corporate office is currently seeking a **full time Administrative Assistant to work Monday through Friday, 8:30 AM to 5:00 PM.**

Job Responsibilities

- Review high volume of PDF reports from all NVC offices, ensuring proper formatting and inclusion of required items from checklists.
- General database updates
- Create and invoice clients.
- Draft, send, and track engagement letters.
- Maintain and update weekly job list.
- Liaison between clients, appraisers, and other staff.
- Primary point of contact for appraisers, addressing general inquiries and providing support.
- Crosstrain in all administrative functions to provide support across the department.
- Deliver exceptional customer service to ensure appraiser and client satisfaction.
- Perform 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.
- Meticulous 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

- Associate 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, education reimbursement, 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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