

Appraisal Intern

This is an entry-level position that offers directly related experience and a path towards a career in commercial real estate appraisal. The position is part time (averaging 15 hours a week) during the school year, and full time (averaging 35 hours a week) during school breaks. Subject to acceptable performance, a commitment to employment beyond graduation and professional designation is offered and expected.

The incumbent will initially undertake a variety of entry-level tasks of a clerical or research nature, such as market research, archives management and filing.

Ongoing compensation is commensurate with experience and qualifications. Tuition assistance is available.

Preferred applicants will have:

- Completed at least their first year of university aiming towards a relevant degree, with preference given to business, commerce or agriculture.
- Aptitude and skills with computers – the work requires routine and extensive operation of databases, Microsoft Office programs, use of digital imaging, and on line research sites.
- Advanced competence in written communications, including strategies, spelling, punctuation and sentence structure.
- Good interpersonal skills, to assist in interaction with clients and third party sources of research information.
- A penchant for research and for details.
- A commitment to quality work, done on a timely basis, and customer service.

On an ongoing basis, an appraisal intern will complete the courses of the Appraisal Institute of Canada's education program. In addition, the applicant might be required to take non-degree courses in writing, attend periodic seminars offered by real estate entities such as the Real Estate Board of Greater Vancouver and complete such other training, as the duties and the career require. Financial assistance will be available for the latter.

To Apply

Applicants are to submit by email or mail a:

- Cover letter that confirms their commitment to a long-term employment arrangement, if hired, and their preparedness to complete the Appraisal Institute of Canada designation program.
- resume that outlines their education, involvement in community or volunteer activities, sports activities and other activities and accomplishments of which the applicant is proud.
- transcripts (photocopies are acceptable) of grades for all education post high-school.

Compensation

Compensation commences at \$11 per hour, plus 15% per hour in lieu of benefits and vacation leave. A bonus of \$1 per hour worked towards tuition assistance is available, and is paid at the start of each school term.

Conditions of Work

This is an office position and the hours of work are typically 8:30 am until 4:30 pm. Applicants must be fit, because occasional heavy lifting of file boxes is a requirement. Extensive use of computers is a requirement. The position entails occasional local travel.

The incumbent of this position works under limited supervision, with performance mostly judged based on results. He or she must be capable of workload planning, self-direction and monitoring, and prioritizing efforts.

The company expects that appraisal interns will advance to a junior appraiser position, and the company will assist with training and tuition. Note that the junior appraiser position requires completion of the AIC education program, and that achieving an AACI requires a university degree.

Grover Elliott & Co. Ltd. is one of Canada's larger independent commercial real estate appraisal firms, founded in 1974 and based in Vancouver. (see www.groverelliott.com)

Applicants may reply in confidence to:

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Typical Duties

Duties are typically of an “entry-level” nature, and include:

- 1) Assist office support staff as required, in all aspects of their work, including data entry, copy typing, market research, Excel analysis, preparation of reports and exhibits and invoicing. The incumbent might draft components of reports, and sometimes participates in field inspections.
- 2) Assist with office support services during holidays, illness and peak work periods, and in general administration of the office, including reception, accounts receivable, bank deposits, handling of mail and courier deliveries, filing, minor elements of purchasing and accounts payable
- 3) Assist with maintenance and updating of the database of comparable sales and rentals.
 - Check database for duplicates
 - MLS address search results
 - BC Assessment search results
 - Real Info and Lower Mainland Data Services search results
 - Obtain land use control information on property sales and leases from municipal web sites
 - Check office work records to see if we have appraised the property and have first-hand information on it
 - Any other information needed
- 4) Assist with the” leads” file, into which appraisers put information that would be useful for future assignments: identify the available information on these leads (see 3) above), usually by contacting a listing agent or owner. The lead information is entered into the data filing system, and is subject to review by a professional appraiser prior to its use.
- 5) Produce periodic reports that summarize comparable property records in the database.
- 6) Assist with data entry for the office’s FIDO (subject property) data system.
- 7) Assist with projects to ensure office market research resources are current. Obtain and file the regular market reports of the major brokerages, the CMHC market surveys, municipal development reports, Confacs and other available services.
- 8) Other related duties, which entails work with archives, conversion of paper files to scanned versions, photographing of properties and miscellaneous activities necessary for the efficient operation of the office.