



Real Estate Appraisal Manager

Manage real estate appraisal services for clients reporting directly to the president and partners.

Primary Responsibilities

- Manage appraisal production through completion and delivery of reports.
- Coordinate bidding and assignment of residential work.
- Supervise and oversee the appraisal workload with the administrative assistant.
- Provide guidance for appraisers regarding appraisal methodology, problem-solving, and data sources.
- Track and monitor work-in-progress for appraisers and clients.
- Respond to inquiries from clients in a timely manner including follow up with appraisers.
- Assist clients regarding appraisal methodology.
- Participate and work with management in daily operations and administration.
- Maintain and build client relationships.
- Develop new client prospects through presentations, professional organizations, and networking groups.
- As part of the executive team, participate in strategic planning and operational objectives.

Qualifications

- College degree. Excellent written, interpersonal and oral skills.
- Management and supervisory experience.
- Proficiency in Microsoft Office, Excel, and Word.
- Real estate appraisal or real estate experience preferred.
- Experience with appraisal systems, municipal databases, and real estate listing services such as MLS preferred.

Please contact Nan Goulet if you are interested in this position via email at ngoulet@appraisersgroup.com