

NVC

National Valuation Consultants, Inc.

Position Title: Research Associate

Location: Denver, CO

Company

National Valuation Consultants, Inc. (NVC) is one of the largest privately held, commercial real estate valuation and consulting companies in the United States, with offices in Denver, Morristown, Cincinnati, Atlanta, Chicago, Dallas, Houston and Tampa. The Denver corporate office is currently seeking an entry level, full-time Research Associate.

NVC's Core Values

Our core values make us who we are. As we change and grow, the beliefs that are most important to us stay the same – putting people first, pursuing excellence, and acting with integrity. We strive to hire candidates who are aligned with these values. For additional information about NVC, please visit the company website at: www.nvcinc.com.

Job Responsibilities:

- Obtain and understand the initial project and tasks from specific NVC Appraisers in various industry types such as office, retail, land development, condos, industrial, hotels and resorts.
- Gather data from government websites, use of numerous proprietary and public web-based sources, interviews with market participants and analysis of documents from multiple sources.
- Analyze all data and information relevant to the industry and project and draw conclusions to support the data represented.
- Read and proof all reports, tables and conclusions so that the finished product is professionally presented with appropriate and accurate information and conclusions.

Job Qualifications:

- Undergraduate degree is required.
- Experience in the real estate or financial industries preferred, but not required.
- Proficiency with Microsoft Suite – Outlook, Word, Excel, PowerPoint; knowledge and use of Word Perfect is helpful, but not required.
- Well developed ability to interpret, manage and present information in written form.
- Strong analytical and research skills with excellent writing ability required.
- Attention to detail with good organizational skills.
- Strong verbal and written communication skills.

Knowledge, Skills & Abilities:

- Knowledge of business machine operations to include telephones, copiers, use of personal computers and related software.
- Excellent business writing, editing and proofreading skills.
- Must possess ability to communicate both orally and in writing.
- Must possess ability to understand departmental operations and procedures.

NVC offers a competitive compensation plan, with a comprehensive benefits package and the opportunity to work with an industry leader. To apply, send resume and cover letter to Patti Lujan at plujan@nvcinc.com.