NVC
National Valuation Consultants, Inc.

Position Title: Engagement Coordinator
Location: Centennial, 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, Parsippany, Cincinnati, Atlanta, Chicago, Dallas, Houston and Tampa. The Denver corporate office is currently seeking an entry level, full-time **Engagement Coordinator** to work Monday through Friday, 8:30am-5:30pm.

Job Responsibilities

- Provide exceptional customer service
- Heavy data entry with minimal errors
- Act as a liaison between bank clients, appraisers and other office staff
- Accept, log and distribute new appraisal assignments once awarded
- Make general database updates frequently
- Be the primary contact for the appraisers for general inquires
- Provide back up to other administrative areas (cross-training in **all** areas)
- Provide phone & front desk coverage when necessary
- Other general administrative tasks as needed or assigned

Knowledge, Skills & Abilities

- Must be dependable and self-motivated
- Have a strong desire to want to help others
- Ability to meet deadlines and work under pressure
- High attention to detail with good organizational skills
- Strong verbal and written communication skills
- Proficient in Microsoft Suite – Outlook, Word, Excel

Job Qualifications

- Associates or Bachelor's degree preferred
- 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, with a comprehensive benefits package and the opportunity to work with an industry leader. To be considered for the position, please send a **resume and cover letter** to Patti Lujan at plujan@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.