

Administrative Specialist

Valbridge Property Advisors is the largest independent commercial property valuation and advisory services firms in the U.S., with 200 MAI-designated appraisers, 74 office locations and more than 675 staff across the nation. Valbridge provides independent appraisal services consistent with the highest industry standards of practice. Each Valbridge office is led by an appraiser who holds the MAI designation of the Appraisal Institute.

Job Summary

This position is at our office in King of Prussia, and involves working directly with the office manager to provide support to appraisers, real estate analysts and principals.

Responsibilities and Duties

- Research real estate transactions
- Enter comparable/subject property data in proprietary software
- Create electronic files for properties in OneNote, Word and Excel
- Assist Real Estate Appraisers with appraisal assignments
- Review and scan physical work files
- Answer phones, direct where necessary
- Coordinate bank communications through email and various portals
- Assist in holiday marketing campaigns
- Backup office manager

Qualifications and Skills

- Excellent Word skills
- Good Excel skills
- Great phone etiquette
- Great work ethic
- High school diploma
- Some college a plus

Benefits

- Health insurance
- 401-K
- Paid holidays
- PTO/STO
- Great work environment