Job Ad (FINAL)

NATIONAL TEMPLATES ADMINISTRATOR

Valbridge Property Advisors, the largest independent commercial appraisal company in the U.S., is looking for a full-time Word & Excel professional and writing expert to help us develop, support and train on our Datappraise-integrated and automated appraisal report templates. The Templates Administrator will be a key part of our Templates & Software Department, working closely with our VP of Templates & Software, our Templates Teams, and our Specialty Templates Leaders.

The ideal candidate will have a college degree, commercial real estate experience, excellent writing skills, and advanced knowledge and expertise of Microsoft Word & Excel, including Microsoft Visual Basic for Applications (VBA). If you are a highly motivated, self-starting professional this position might be for you. You would have a leading role in the further development and enhancement of our software and templates platform, and be able to work in an entrepreneurial environment remotely from anywhere in the U.S.

Key Responsibilities:
- Design, development and support of our existing Word and Excel valuation templates
- Assist with templates roadmap planning and execution
- Development of the next generation of our Datappraise-integrated valuation templates platform
- Manage, set direction, plan, coordinate and facilitate releases of new and updated templates with our Datappraise team, Templates teams and Specialty Templates teams
- Develop, plan and provide training for users via webinars, videos, GoToMeetings and in person
- Point person for "Tactical Portfolio Templates" for new portfolio jobs needing custom templates
- Directing and planning the work of the templates teams to effectively manage the projects
- Responsible for developing the annual budget and managing to that budget
- Responsible for writing and editing appraisal templates, user guides, and procedure manuals

Required Skills:
- Comprehensive knowledge of Microsoft Word & Excel, including advanced features
- Solid knowledge of Visual Basic for Applications (VBA)
- Excellent technical report writing skills including copy writing, proofing and editing
- Ability to manage and work with multiple subject teams & experts to author custom appraisal report templates

Education & Experience:
- College Bachelor's Degree
- Commercial Real Estate Experience

To apply, please email your resume and cover letter to us at Jobs@Valbridge.com.