



BILINGUAL REVIEW APPRAISER

The Nationwide Group (TNG) is a pioneer in designing and developing outsourced financial services software, exclusively focused on creating comprehensive and customizable solutions to the real estate industry. Utilizing world class technology, TNG delivers solutions to the entire mortgage life cycle through its affiliated organizations.

The Bilingual Review Appraiser will get first-hand experience in the Appraisal Review process, working directly with major lenders; monitoring and reporting on appraisal review metrics and deliverables. This role will work in collaboration with all TNG departments to ensure a timely and accurate appraisal review process. Acting as a liaison between the client and appraiser network this individual will be responsible for key relationships in the industry including the international governing appraisal bodies, lender risk departments and appraisal companies. The Bilingual Reviewer is responsible for the monitoring training of new appraisers in the marketplace to ensure the best possible quality.

Responsibilities

- Provides quality assurance and control over appraisals through manual review
- Acts as a liaison between clients and the appraisal review team at the executive level
- Prioritize appraisal review requests and coordinate the delivery (electronically) of all reviews or summary reports to clients in a timely manner. Following all privacy and confidentiality practices and procedures.
- Initiate preliminary appraisal report reviews to verify accuracy and completion.
- Assist in the review of new registrants for TNG
- Responds to client head offices requests, answer any questions surrounding the review process and produce ad-hoc reporting on review reports.
- Conducts market analysis (price and performance) to help make the best decisions surrounding property valuation.
- Operate as a subject matter expert for operational, development or other internal initiatives
- Operate as subject matter expert for client and appraiser quality conversations
- Act as technical advisor on the valuation of complex properties.
- Monitor, Analyze, and report on all appraisal review actives as requested.

- Conduct various compliance activities to maintain the Company's affiliated appraisers in each region current on their required license, certificates, etc.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of property valuation; incorporate new developments as appropriate.
- Plan, direct, coordinate, and review the work plan for appraisal staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Promote appraisal method and theory conformity among staff through research, training and day-to-day quality control.
- Other duties as required

Qualifications:

- Membership and designation in an appraisal body (AIC, CNAREA) is required
- Fully Bilingual (English and French both written and oral) is required.
- 3+ Years experience in Appraisal, Appraisal Review or Underwriting
- A post-secondary degree or diploma in a related field such as: Professional Appraisal and Mortgage courses, or RPA/RPAA programs considered an asset.
- Must possess excellent communication skills - written and verbal.
- Strong interpersonal skills, client-focused with a commitment to excellence.
- Proficient in MS Excel, Word, Outlook and able to learn new technologies quickly
- Detailed and highly organized. Data analysis skills/experience will be beneficial
- Experience in the Real estate, mortgage or lending industry considered an asset.
- Strong ability to problem solve, prioritize and multitask. Able to think outside the box, and see situations from a variety of perspective
- Able to manage sensitive information and situations with discretion and tact

How to apply

Interested applicants are invited to submit their resume and covering letter, referencing "Review Appraiser" in their subject line to our site at careers@TNGOC.com

We thank you for your interest only candidates selected for an interview will be contacted.