



## Kirchmeyer & Associates, Inc.

National Real Estate Appraisal Company

800-771-5246 www.kirchmeyer.com

**Job:** Quality Control Specialist.

**Description:** This position is for a Quality Control Specialist for a national real estate valuation firm. The primary focus is on product quality control and occasionally acting as a liaison between our clients and valuation professionals.

**Hours:** 8:30am - 5pm to start for training purposes. Hours are likely to change based on need. Flexibility on hours worked is a strong plus. This is a full time, on site position at our Buffalo, NY or San Diego, CA offices.

**Start Date:** ASAP

**Compensation:** DOE

**RESPONSIBILITIES (including but not limited to):**

- Full time Quality Control in QC department
- Management of specific requirements for several clients
- Managing the timely delivery of appraisal reports
- Clear communication with clients and valuation professionals
- Updating communication logs within delivery platform
- Assist in implementing new policies and procedures
- Assist in managing national valuation panel.
- Other duties and responsibilities to support departmental goals and objectives

**REQUIREMENTS:**

- Must be an appraiser, licensed or certified.
- High School diploma or equivalent
- 1-2 years experience in an office environment
- Advanced PC skills - proficient using MS Windows, IE, Outlook, Word, Excel
- Understanding of ACI is a plus.
- Effective communication skills
- Strong interpersonal and writing skills
- Ability to work as part of a larger team

**Buffalo, NY Office Address:**

40 Gardenville Parkway, Suite 100  
Buffalo, NY 14224

**San Diego, CA Office Address:**

3648 Ocean Ranch Boulevard  
Oceanside, CA 92056

Please email all resumes to [careers@kirchmeyer.com](mailto:careers@kirchmeyer.com) and someone will contact you.