



WAINWRIGHT ASSESSMENT GROUP LTD.

604 - 10 Street
Wainwright, AB T9W 1E2
Phone (780) 842-5002
Fax (780) 842-5003
appraisals@wainwrightassessment.ca

EMPLOYMENT OPPORTUNITY – PERMANENT FULL-TIME SENIOR ASSESSOR

Wainwright Assessment Group Ltd. is seeking a highly skilled and motivated **Senior Property Assessor** to join our team on a **permanent, full-time basis**. This position offers an excellent opportunity for an experienced professional to take on a leadership role while enjoying the benefits of living in a thriving small town with a high quality of life.

About Us

Wainwright Assessment Group Ltd. has been a trusted provider of Property Assessment and Appraisal Services in East-Central Alberta since 1994. We currently serve 2 rural and 27 urban municipalities and operate with a dedicated team of 5 staff members. As one of the few offices in Alberta offering both Property Assessment and Appraisal Services, we pride ourselves on delivering accurate, fair, and compliant assessments for Residential, Commercial, Industrial, and Farmland properties.

Located in Wainwright, Alberta (200 km East of Edmonton), our company is situated in a growing community of approximately 6,500 residents. The town serves as a regional hub with strong economic drivers in oil and gas, agriculture, military operations, and local business development. With modern educational institutions, a full-service healthcare centre, active social clubs, and recreational facilities, Wainwright is an excellent place to establish both a career and a fulfilling lifestyle.

Position Overview

As a Senior Assessor, you will assist in all aspects of property assessment services for our client municipalities. You will play a key role in ensuring compliance with provincial legislation, mentoring junior assessors, and maintaining strong relationships with the CAO's of all municipalities.

Key Responsibilities

- Lead and manage property assessment operations within assigned municipalities, ensuring assessments align with Alberta's Municipal Government Act (MGA) and other relevant legislation.
- Perform comprehensive valuations of **residential, commercial, industrial, and farmland** properties.
- Conduct property inspections in urban and rural settings, gathering accurate data for valuation purposes.
- Maintain and update assessment records using **CAMAlot**.
- Analyze market trends, property sales, and economic factors to determine accurate property values.
- Prepare and defend assessments at the Assessment Review Board (ARB) and Municipal Government Board (MGB) hearings when required.
- Provide mentorship and training to junior assessors, fostering professional development and knowledge-sharing within the team.
- Collaborate with municipal administrators, council members, and property owners to address assessment concerns, provide guidance, and ensure transparency in the assessment process.
- Travel within service areas to conduct on-site assessments and attend municipal meetings when necessary.

Qualifications & Requirements

- Accredited Municipal Assessor of Alberta (AMAA) designation (mandatory).
- Minimum of four years of progressive experience in property assessment, with an emphasis on rural and non-residential properties.
- Strong working knowledge of Alberta's assessment legislation, regulations, and municipal taxation policies.
- Proficiency with CAMA lot software, Excel and all Microsoft programs.
- Excellent communication and interpersonal skills for working with municipal officials, property owners, and team members.
- Ability to mentor junior assessors, providing guidance and professional development opportunities.
- A valid Class 5 driver's license and use of personal vehicle. Comfortable driving in rural areas in all weather conditions.
- Self-motivated with a strong work ethic, positive attitude, keen attention to detail, and the ability to manage multiple tasks efficiently.
- Strong verbal and written communication skills.

Physical Demands

- Walking around residential, farm, acreage, industrial and commercial properties.
- Inspecting buildings in various stages of completion.
- May encounter dogs on properties.

Additional Benefits & Growth Opportunities

- Competitive salary based on experience and qualifications. Salary range: \$100,000-\$120,000/Annum
- Standard work hours: **Monday to Friday, 8:00 am–4:30 pm (37.5 hours/week)**.
- The potential for **future ownership** – an opportunity to purchase shares in Wainwright Assessment Group Ltd. and become a part-owner of the company.
- A welcoming community with an excellent quality of life, ideal for professionals seeking a balance between career growth and small-town living.
- Health Benefit Package

Application Process

This competition will remain open until a suitable candidate is selected.

To Apply:

Interested candidates are invited to submit their resume, along with a cover letter detailing their relevant experience and interest in relocating to Wainwright, to Larry James: larry@wainwrightassessment.ca. Successful applicants must provide proof of qualifications.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Join Wainwright Assessment Group Ltd.

and become part of a dynamic team in a thriving rural community!