

Employment Opportunity**Assessor****Wage: \$30-\$35/hr (\$62,400 - \$72,800 annually)****Our Company**

Compass Assessment Consultants Inc. is one of the longest-standing property assessment contractors in Alberta. We pride ourselves on providing high-quality assessment services while maintaining a friendly and transparent approach to our stakeholders across the 12 municipalities we serve throughout northern Alberta. We are seeking a driven individual who can work independently, learn quickly, and take pride in their work. We offer a relaxed office culture and provide opportunities for growth within the assessment industry. Our office is located in the City of Edmonton.

Job Description

This is an opportunity for early-career professionals in the field of property tax assessment. The position will enable the successful candidate to explore the unique aspects of private assessment, with Compass, and develop their professional skills. The successful candidate will have the chance to explore many different communities and deal with a diverse range of property types, from farmland to big-box stores. Our ideal candidate will have the opportunity to:

- Efficiently and accurately collect property details during inspections
- Participate in implementing and maintaining uniform property assessments for our client municipalities
- Input property data into CAMA lot accurately and in a timely manner
- Apply the cost, income, and direct sales comparison approach to value using mass appraisal
- Assist in the preparation and defence of assessments
- Answer inquiries from municipal staff, property owners, and perform assessment-related functions as required

All team members are required to travel for site inspections throughout the year. Travel is necessary as the majority of our client municipalities are located 300-900 km from Edmonton. Hotel rooms, living allowance, and vehicle mileage reimbursement are included along with a competitive compensation and benefits package.

Job Requirements

- A valid Class 5 Operator's license
- Operate a reliable and presentable personal vehicle for business use on a regular basis
- Comfortable driving long distances within rural environments, in all weather conditions
- Submission of criminal record check and driver's abstract
- Ability to perform inspection work in all types of weather conditions
- On-foot inspections of properties in rural and urban environments
- Inspect buildings at various stages of completion

Professional Skillset and Qualifications

- Post-secondary diploma in assessment or related field
- Basic knowledge of building types and construction methods
- Willingness to learn CAMA lot, ApexSketch, and various Microsoft Office suite programs
- Strong verbal, written communication skills, and attention to detail
- Strong analytic/problem solving skills
- Personable and diplomatic when dealing with assessment complaints and/or inquiries, sometimes in confrontational situations
- Ability to work independently with minimal supervision and in a team environment
- Strong organization and time management skills to efficiently conduct job requirements both in the office and in the field

Applications

Qualified individuals interested in this position are invited to submit their resume and cover letter to the email address below.

We encourage applicants who bring additional skills and experience beyond the listed requirements. Compensation will be determined based on skills, experience and value brought to the team.

The posting will remain open until a suitable candidate is found.

Employment Type: Full Time

Schedule: 40 hours/week, Monday to Friday

Email: info@compassac.ca

Compass Assessment Consultants Inc. would like to thank all candidates in advance for their interest; however, only individuals selected for interviews will be contacted.