



# WAINWRIGHT ASSESSMENT GROUP LTD.

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

## WAINWRIGHT ASSESSMENT GROUP LTD.

### EMPLOYMENT OPPORTUNITY

### PERMANENT FULL-TIME ASSESSOR

We are presently seeking to fill the position of a permanent Full-time Assessor.

#### **Responsibilities Include:**

- Complete property inspections of various types of properties in various client municipalities.
- Analyze and verify sales from land titles.
- Enter/edit property assessment data in the CAMALot Assessment Software System.
- Respond to ratepayer inquiries.
- Perform other duties as required.

#### **Requirements:**

A suitable candidate should have:

- A diploma in Real Property Assessment or a related discipline with a major in Real Estate Appraisal and Assessment.
- Experience working with CAMALot, Microsoft Word and Excel.
- Knowledge of building construction.
- Knowledge of farming practices.
- The ability to work independently with strong organizational and time management skills.
- Excellent communication skills.

The successful candidate must:

- Obtain the Accredited Municipal Assessor of Alberta (AMAA) designation within the required time frame as determined by the Alberta Assessors' Association (AAA).
- Provide an acceptable Criminal Records Check.
- Have a valid Class Five (5) Operator's Licence.

**Additional Information:**

Wainwright Assessment Group Ltd. provides the full spectrum of Assessment Services (Residential, Commercial, Industrial and Farmland). The successful candidate will receive the mentorship and training required to be a well-rounded Assessor.

Wainwright Assessment Group Ltd. is one of the few offices in the province of Alberta that provides both Property Assessment and Appraisal Services.

There is a great opportunity to gain expertise and advance within the company.

Wainwright Assessment Group Ltd. has been in operation since 1994, offering both Property Assessment and Appraisal Services in East-Central Alberta. We currently serve 29 municipalities and employ 7 staff members.

Wainwright Assessment Group Ltd. is located in the Town of Wainwright. Wainwright has a population of approximately 6,900, which includes the Canadian Forces Base Wainwright. It is located 200 kms southeast of Edmonton, and 105 kms southwest of Lloydminster, at the junction of Highways 14 and 41. The Town is a major service center for the region and prides itself on being a vibrant community. Local amenities/services include various major retail business(s), a full-service Community Health Centre, advanced recreational facilities, active social clubs, and modern educational infrastructure. The area economy is driven by Canadian Forces Base Wainwright and associated support services, Oil and Gas production/distribution (Hardisty Oil Terminals), and an active farming community. The town is well known for being a great place to live and raise a family.

**POSITION TYPE: FULL-TIME**

**HOURS: 8:00 AM TO 4:30 PM (37.5 HOURS/WEEK)**

**SALARY: BASED ON QUALIFICATIONS, LEVEL OF EXPERIENCE AND ACCREDITATION STATUS**

**COMPETITION CLOSING DATE: The competition will remain open until a suitable candidate has been selected.**

**FORWARD RESUMES TO:**

[appraisals@wainwrightassessment.ca](mailto:appraisals@wainwrightassessment.ca)

**ANY INQUIRIES CALL:**

**780-842-5002 ATTN: ANDY OR LARRY**