

Position Description

Property Consultant (Registered)

– Project Valuations

Quotable Value (QV) is a leading national property focused business. We want to transform how New Zealanders consume and share property information. Our goal is to apply next generation technology that supports better real-time property decisions. 100% New Zealand owned, QV is focused on its customers and they're at the heart of what we do. As a State-Owned Enterprise, we're proud to help our local communities.

Our people are vital to our success. That's why we're proud to offer flexible working arrangements, enabling people to fit work around their busy life schedule. Offering a competitive remuneration package and professional development, supporting our people to reach their full potential.

PURPOSE OF THE ROLE

As a Qualified Property Consultant you will be working in a future focused Operations team responsible for undertaking QV's national programme of asset and portfolio valuations.

WHO YOU REPORT TO

You report to the GM Asset in our Operations Team.

WHAT YOU'RE RESPONSIBLE FOR

Completion of Valuation Services Assist in the delivery of valuation services to clients

- Undertake valuations on a regular basis in order to support client requirements,
- Company and professional standards are maintained at all times in the completion of valuation services.
- Customer satisfaction achieved on jobs completed.
- Professional ethics maintained

Project Management

- Project management of national and multi valuer projects efficiently and effectively.
- Meet turnaround time objectives of clients and organisations.
- Maintains a high level of accuracy and quality of work undertaken.
- Provides excellent client communication channels.
- Earns revenue at targeted levels.
- Work in with other project managers to ensure the correct and efficient use of resources.
- From time to time work within different parts of the business as required.

Facilities Management

- Provide support to Facilities Manager as required including long term plans, property maintenance plans, condition surveys and other associated work.
- Provide assistance with client commercial property leasing.

Business Development.

- Customer satisfaction maintained at desired levels.
- Identifying and researching new opportunities, scoping markets and putting proposals and tender documents together.
- A regular visit programme is maintained to prospects and existing clients ensuring a high profile for the business.
- Meet targets for customer calling and communication.

Audit

- Lead the Audit process on specific projects (this includes interviews, follow-up work and supporting other team members)

Other services as required

- As requested, undertake projects or activities as required by the business
- Complies with QV Group Health and Safety Policy at all times and actively contributes as an individual at team and local levels



KEY RELATIONSHIPS

External	<ul style="list-style-type: none">• Clients and commercial contacts• Local Authority contacts
Internal	<ul style="list-style-type: none">• QV Property Consultants• Customer Care Representatives• Senior Consultants

WHAT SKILLS & EXPERIENCE YOU NEED

- A degree in Property/Commerce,
- Current NZ registration as a valuer with an annual practicing certificate,
- Broad spectrum of valuation experience (preferably in NZ) with a sound understanding of valuation principles – in particular, the methodology for financial reporting and insurance purposes,
- Analytical thinker with excellent Excel skills and the ability to forensically peer review large portfolio valuations,
- Experience in managing projects effectively,
- Great relationship management and customer service skills,
- Exceptional written and verbal communication skills with the ability to handle sensitive and confidential material with integrity,
- Advanced level of computer literacy with a demonstrable knowledge of Microsoft Word, Excel and Outlook,
- Excellent time-management with the ability to work under high pressure,
- Professionally presentable at all times,
- Ability to travel nationwide for short periods of time, as required,
- You will have a collaborative working style yet be able to stand on your own two feet,
- You will be a doer, capable of speedily delivering high volumes of quality work, yet also be flexible and able respond to incoming requests,
- You will be curious and constantly looking at what's possible