



Appraisal Management Coordinator

JOB SUMMARY

The Appraisal Management Coordinator will report directly to the Chief Appraiser and will manage projects and research other appraisers to whom prospective bid delegation is appropriate. This individual will manage incoming emails and phone calls (approximately 20 emails/day). Additional responsibilities include initial review of completed appraisals to determine proper levels of hazard and flood insurance based on established policies. This person must have excellent time management skills and be able to prioritize effectively.

JOB DETAILS

Hire Date: ASAP

Position Type: Full-time

Compensation: Negotiable hourly rate based on experience, benefits package, and bonus opportunity

JOB RESPONSIBILITIES

- Establish efficient project management system
- Field communications with stakeholders and business partners by phone and email
- Preliminary research on appraisal initiatives
- Prioritize and follow up with respective individuals
- Determine appraisers to whom bid delegation is appropriate
- Easily recall and share information that assists the Chief Appraiser in forward planning

REQUIRED QUALIFICATIONS

- Associate degree, or equivalent work experience
- Strong organizational and reporting capabilities; must be proficient in Microsoft Suite

CORE COMPETENCIES

- Strong organizational skills with precise attention to detail
- Ability to communicate effectively and articulately
- Ability to handle tight deadlines and manage multiple projects at one time
- Ability to work in a fast-paced, team environment
- Prior experience in a real estate related industry (lending, appraisal, etc.), preferred
- Experience with Salesforce or other CRM system, preferred

AGAMERICA MISSION

- To know the farmer.
- To counsel the farmer.
- To provide a financial structure that allows the farmer to thrive in good times and to sleep well during tough times.
- To celebrate the critical role of the farmer in America, and to champion all that the American farmer represents in a changing world.

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EOE

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or be assigned at any time.