



888.DART.123

2600 W.Big Beaver Ste. 540

Troy, MI 48084

Job Title: Real Estate Appraisal Coordinator/Client Specialist

Location: Marietta, GA

Job Type: Full Time (in-office)

About Us:

Dart Appraisal is a leading nationwide independent Appraisal Management Company (AMC) established in 1993. Our company was founded on the principle that an AMC could create transparency between the lender and appraiser, cultivating a process that brings out the best in both parties.

We manage a nationwide panel of state licensed appraisers and are committed to providing the highest quality and efficiency of appraisal management in the industry. Dart Appraisal utilizes innovative technology to manage appraisal orders in real-time while centralizing all appraisal communication. Dart Appraisal is a trusted leader in the real estate appraisal industry, providing accurate and reliable property assessments.

Position Overview:

We are seeking a highly skilled and motivated client-facing **Real Estate Appraisal Coordinator/Client Specialist** to join our team. This position offers an exciting opportunity to work directly with clients while managing complex and detailed residential and commercial appraisal and valuation orders. As a Client-Facing Real Estate Appraisal Coordinator, you will be the key point of contact for our clients, guiding them through the appraisal and valuation process from start to finish. You will manage a wide range of residential and commercial appraisal and valuation orders, ensuring timely and accurate delivery of reports while maintaining the highest level of customer service.

Key Responsibilities:

- Serve as a client contact for all appraisal and valuation related inquiries and concerns.
- Coordinate and oversee real estate appraisal and valuation requests from initiation to completion.
- Ensure that all appraisal and valuation reports meet client expectations.
- Communicate effectively with appraisers, clients, and internal teams to ensure smooth operations.
- Manage and track the status of multiple appraisal and valuation orders simultaneously, ensuring deadlines are met.



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- Resolve any issues or concerns related to the appraisal and/or valuation process, working to find effective solutions.
- Provide clear and professional updates to clients, addressing their needs and maintaining strong relationships.

Qualifications:

- Minimum 3+ years of experience preferably within the real estate appraisal, banking, or mortgage banking industry
- Strong experience in client-facing roles, particularly in real estate or appraisal industries.
- Excellent communication and interpersonal skills, with the ability to build rapport and maintain relationships with clients.
- Ability to manage and prioritize multiple, complex tasks in a fast-paced environment.
- Detail-oriented, with the ability to understand and explain complex real estate appraisal and valuation concepts.
- Experience working with appraisal software and databases is a plus.
- Problem-solving mindset with a commitment to customer satisfaction.
- Ability to work independently and as part of a collaborative team.

Preferred Skills:

- Knowledge of real estate appraisal processes, industry standards, and regulations.
- Familiarity with industry-specific software tools.
- Previous experience in a similar client coordination role.

What We Offer:

- Competitive salary and benefits package.
- Opportunity for growth within a leading company in the real estate industry.
- Collaborative and supportive work environment.

To apply, please submit your resume and cover letter.

Dart Appraisal is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.