



888.DART.123

2600 W.Big Beaver Ste. 540

Troy, MI 48084

Job Title: Quality Control Coordinator

About Us: About Us: Dart Appraisal is a dynamic and innovative company that improves the appraisal management process for our partners. We are dedicated to delivering excellence in all aspects of our business, and we are looking for a skilled QC Coordinator to join our team. This role is critical to ensuring our reputation for timely and high-quality standards of our products/services.

Job Summary: The QC Revisions Coordinator at Dart Appraisal is responsible for overseeing the quality control revisions process to ensure that all appraisal reports meet the company's stringent standards for accuracy, consistency, and compliance. This role involves coordinating with appraisers, clients, and internal teams to manage and track revisions, providing feedback, and ensuring timely and accurate completion of all appraisal reports.

Key Responsibilities:

- Conduct thorough reviews of appraisal reports to ensure compliance with industry standards, client requirements, and company guidelines.
- Identify discrepancies, errors, and areas needing improvement in appraisal reports.
- Coordinate with appraisers to communicate necessary revisions and feedback.
- Serve as the primary point of contact for clients regarding revisions and quality control issues.
- Collaborate with internal teams, including customer service and compliance, to ensure seamless processing of appraisal reports.
- Maintain accurate records of all revisions, including the nature of the revisions, timelines, and final outcomes.
- Track and monitor the status of appraisal reports throughout the revision process.
- Identify trends and common issues in appraisal reports and suggest improvements to the QC process.
- Ensure that all appraisal reports adhere to USPAP (Uniform Standards of Professional Appraisal Practice) and other relevant regulations.
- Stay updated on industry changes and best practices to ensure ongoing compliance.
- Provide guidance and training to appraisers on quality standards and revision procedures.



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Requirements:

- Education: Bachelor's degree in Business, Real Estate, or a related field preferred.
- Experience: Minimum of 1 year of experience in quality control, appraisal, or a related field.
- Strong attention to detail and analytical skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Proficiency in Microsoft Office Suite and appraisal software.
- Knowledge of USPAP and other relevant industry regulations is a plus.

At Dart Appraisal, we are committed to delivering high-quality services and fostering a collaborative and inclusive work environment. We offer competitive compensation, comprehensive benefits, and opportunities for professional growth and development.

To apply, please submit your resume and a cover letter detailing your relevant experience and qualifications to careers@dartappraisal.com. Please include QC Coordinator in the subject line.

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