



888.DART.123

2600 W.Big Beaver Ste. 540

Troy, MI 48084

Job Title: Vendor Coordinator

About Us: Dart Appraisal is a dynamic and innovative company that improves the appraisal management process for our partners. We have been in business for 30+ years and are dedicated to delivering excellence in all aspects of our business including lenders, appraisers, home buyers and team members.

Job Summary: We are seeking a highly organized and detail-oriented individual to join our Vendor Management team as a Vendor Coordinator. As a Vendor Coordinator, you will be responsible for panel profiles and maintenance. Working and developing relationships with our network of appraisers and other real estate professionals.

Key Responsibilities:

- Evaluate and onboard new vendors, ensuring they meet the company's requirements and standards.
- Maintain vendor records across systems, set up specific lender preferred panels.
- Negotiate and manage vendor contracts, rates, and terms.
- Monitor vendor performance, Work closely with and coordinate to the team on vendor issues and to keep everyone aware of vendor assessments.
- Collaborate with internal teams, such as operations and quality control, to address any vendor-related issues or concerns.
- Stay current on industry trends, regulations, and best practices related to vendor management.
- Implement and maintain a vendor management system to streamline processes and improve efficiency.
- Track and analyze vendor performance metrics to identify areas for improvement and implement corrective actions when necessary.
- Conduct regular market research to identify potential new vendors and industry trends.
- Work with Appraiser engagement Manager on ongoing training and support to vendors to optimize performance and efficiency.
- Ensure compliance with lender requirements for vendor rotations and panel expectations.
- Monitor systems and order entries and status updates for accuracy, thoroughness and transparency.
- Assist in the development and implementation of new systems and technologies to improve service delivery and customer experience.
- Foster a positive and collaborative work environment that encourages teamwork, open communication, and professional growth.



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Education and Skills:

BA/BS preferred.

Mortgage, real estate lending, or appraisal industry knowledge a plus

Excellent computer skills and Microsoft Excel Knowledge –industry specific software a plus

Competence in written as well as verbal communication

Ability to multi-task

Professional phone demeanor

Excellent verbal skills

Team player/motivator

Keen eye for detail/accuracy

Ability to organize, monitor and prioritize workflow

Sense of urgency and ability to prioritize a must

A commitment to quality work, done on a timely basis is critical

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

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