



Quinte West, ON K8V 5P4  
613-438-1155  
Info@hragroup.ca

**Commercial Candidate  
Appraiser  
Job Description**

## Commercial Candidate Appraiser – Job Description

<b>Employer:</b>	High Rock Appraisal Group	<b>Job Location:</b>	Primarily Remote with On-site inspections (various locations) and occasional in-office meetings in Trenton
<b>Job Type:</b>	Full time, Permanent	<b>Industry:</b>	Commercial Real Estate Appraisal
<b>Salary:</b>	Stage 1 - \$20-\$25/hour (Administrative) Stage 2 – Fee Split, ±\$75,000 (Candidate Appraiser)		

High Rock Appraisal Group Inc. is a growing commercial appraisal firm servicing Hastings, Prince Edward, Lennox & Addington, and Northumberland Counties.

Our team is offering the opportunity of mentorship for an AIC Candidate working toward achieving their AACI designation with the Appraisal Institute of Canada.

It is our goal in this posting to find a registered or prospective candidate located within the surrounding area of Quinte West or Belleville. Prospect candidates who are registered realtors or those who have some experience in the real estate field with access to MLS and Geowarehouse are preferred.

In working with High Rock Appraisal Group, the successful candidate will receive ongoing training, mentorship, and support in commercial appraisals including research tactics, client relations, inspections, report writing, lease review, and professional development.

This is an excellent opportunity for an ambitious, analytical professional with a proven interest in commercial real estate to expand and develop their existing skill set in the real estate sector.

The successful candidate will be mentored one-on-one by an experienced AACI, and trained to conduct all levels of property specific research including locational analysis, zoning and land use regulations, sales research, property inspections, lease and budget reviews, etc.



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## **The candidate training program will be structured as follows:**

- The first six to twelve months the successful candidate will work as an administrative / research assistant and register as a candidate member with the Appraisal Institute of Canada. (Compensation is \$20-\$25 per hour during this stage with a minimum commitment of 30 hours per week).
- Once the candidate becomes competent writing reports, they will progress from assisting with appraisals to preparing complete reports with support from the High Rock team (fee split, ±\$75,000). High Rock will also consider reimbursing annual AIC dues, E&O insurance and one educational course per year.

## **Key Responsibilities:**

- Market research
- Property inspections and real estate photography
- Data entry, analysis, and organization
- Technical analysis including research, selection and adjustment of comparable sales, lease review, and reconstructing projected net operating income as well as other appraiser specific analysis
- Assist in writing and reviewing commercial appraisal reports
- Communicate effectively with clients via email, telephone, and in person
- Progress from assisting with appraisal reports to preparing complete reports as your experience grows (with support from the High Rock team)

## **Qualifications:**

- A Bachelor's degree from a Canadian University
- Commitment to register with the AIC as a [Candidate Member](#)
- Vulnerable Sector police background check
- Real Estate experience is an asset
- Access to and experience with MLS and GeoWarehouse is an asset
- Excellent oral and written communication skills
- Ability to work independently and self-motivate
- Commitment to learning



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- Skills in research, writing, and organization
- Comfort and experience using Microsoft Office apps including Word, Excel, PowerPoint, Teams, and Outlook
- Must have a valid G class driver's license, insurance, and access to a car to complete full property inspections in all seasons

If you're ready to take the next step in your career and join a supportive team that values your growth, please send your resume and cover letter outlining your experience and qualifications to **Mallory Dawson at [hragroup.ca](mailto:hragroup.ca)**.

Become a part of our team at High Rock Appraisal Group Inc.—where mentorship meets opportunity!