



JOB TITLE:

Reserve Planner
Assistant

REPORT TO:

Senior Certified Reserve
Planner

JOB DESCRIPTION:

You will provide strata
reserve fund and
depreciation consultation,
advice, and reports to clients.

SALARY:

Highly competitive

RESPONSIBILITIES AND DUTIES:

- Perform on-site reviews of properties to establish common area and limited common area assets; calculate, quantify and establish replacement cost for all applicable assets
- Prepare comprehensive reports and present findings to clients
- Review, research, analyze and evaluate market, economic and property data, documents and bylaws
- Remain current with processes, jurisprudence and regulations
- Consult with clients about their reserve fund and depreciation requirements
- Quote, complete and manage reserve fund, financial models, and depreciation assignments
- Maintain costing research archive
- Prepare material and provide support for business development opportunities

POSITION REQUIREMENTS:

- Certified Reserve Planner designation (in progress)
- Diploma, University Degree or equivalent experience
- Knowledge of building components, construction, and financial documents
- Strong critical thinking, analytical and research skills
- Good communication skills with strong attention to details
- Strong relationship building and client management skills
- Proficient organizational and time management skills
- Strong knowledge of office software
- Ability to network and market services



Kent • Macpherson

WHO WE ARE:

Based in Kelowna, BC, Kent-Macpherson is recognized as one of the leading appraisal and consulting firms in Western Canada and is accepted and recognized by all major government agencies, law firms, Indigenous communities, and financial institutions across the country.

LIVE AND WORK IN THE OKANAGAN VALLEY:

We are located in the Landmark District in Kelowna, BC, the largest community in the Okanagan Valley. Surrounded by lakes, mountains and vineyards, Kelowna offers residents a perfect work-life balance.

OUR BENEFITS:

In addition to what you've come to expect from company benefits like competitive wages, sick leave, etc. we offer flexible work options. Sure, we'd love for you to work from the office 5 days a week but that doesn't work for everyone. Just send us your resume, we'll talk.

WE OFFER:

- Competitive salary
- Medical/dental insurance
- Company-wide paid days off (e.g. Easter Monday)
- Flexible work options
- Free on-site parking
- Killer coffee



REAL ESTATE
APPRAISERS &
CONSULTANTS

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