



Job Description

Position: Production team intern

Company: Keystone Valuations, LLC

Location: 13560 Morris Rd, Alpharetta, GA 30004

Duration: Summer 2024

About Us

Keystone Valuations is a leading appraisal firm known for its accurate and reliable valuation services. We are committed to excellence and integrity, leveraging a team of experienced professionals who thrive in our collaborative and fast-paced work environment. This internship presents an exceptional opportunity to learn directly from industry experts in a dynamic setting.

The Appraisal Industry Insight

The appraisal industry plays a crucial role in real estate transactions, providing objective evaluations to determine the value of properties. At Keystone Valuations, we focus on delivering precise appraisals to support buyers, sellers, and financial institutions. Our work helps ensure fair dealings and informed decision-making in the real estate market.

Internship Overview

We are looking for a detailed oriented and motivated intern to join our team. This role provides substantial hands-on experience in the appraisal industry, enabling you to work closely with experienced appraisers and administrative staff.

Responsibilities

- Assist with administrative duties including filing, organizing, and developing procedures, as well as managing incoming mail.
- Support our appraisal team by making verification calls and compiling data on comparable sales from various sources, ensuring information accuracy and completeness.
- Join property visits to assist with photography and data collection, contributing to the development of comprehensive appraisal reports.
- Assist Sales Team with data mining, marketing materials, and contact development as needed.
- Maintain strict adherence to company policies, confidentiality, and professionalism in all interactions and assignments.
- Special Project(s) based on company timing and strategies:

Special Project Option 1: Investigate the application of AI technologies in the appraisal process, contributing to the development and implementation of innovative AI solutions to enhance operational efficiency and precision.

Special Project Option 2: Create a Database of historical data on previous appraisals, verified comps, and other statistics that would vastly improve efficiency and productivity for the appraisal team.

Special Project Option 3: Assist with the creation of a training module for incoming appraisers, to include educational objectives, print and video modules, and platform development.

Requirements

- Currently enrolled in or recently graduated from a relevant degree.
- Exceptional attention to detail and organizational skills.
- Strong communication and interpersonal abilities.
- Capable of working both independently and as part of a team in a fast-paced setting.

Benefits

- Acquire hands-on experience in the real estate appraisal sector.
- Collaborate closely with industry professionals, expanding your professional network.
- Gain comprehensive insights into the valuation process, which will be invaluable for your future career pursuits.
- Grow professional portfolio of project completion and associated deliverables.

Application Questions

1. Are you able to fulfill the onsite requirement of at least three days per week?
2. What draws you to this role and which aspect excites you the most?
3. What are your aspirations for this internship? Are you looking to enhance your resume, or do you have other goals?
4. Where will you be driving from?
5. Would you prefer to work 20 or 32 hours per week?