



WAINWRIGHT ASSESSMENT GROUP LTD.

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EMPLOYMENT OPPORTUNITY: PERMANENT FULL-TIME JUNIOR ASSESSOR

Wainwright Assessment Group Ltd. is seeking a highly skilled and motivated **Junior Property Assessor** to join our team on a **permanent, full-time basis**.

About Us

Wainwright Assessment Group Ltd. has been a trusted provider of Property Assessment and Appraisal Services in East-Central Alberta since 1994. We currently serve 2 rural and 27 urban municipalities and operate with a dedicated team of 5 staff members. As one of the few offices in Alberta offering both Property Assessment and Appraisal Services, we pride ourselves on delivering accurate, fair, and compliant assessments for Residential, Commercial, Industrial, and Farmland properties.

Located in Wainwright, Alberta (200 km East of Edmonton), our company is situated in a growing community of approximately 6,500 residents. The town serves as a regional hub with strong economic drivers in oil and gas, agriculture, military operations, and local business development. With modern educational institutions, a full-service healthcare centre, active social clubs, and recreational facilities. Wainwright is an excellent place to establish both a career and a fulfilling lifestyle.

Position Overview

As a Junior Assessor, you will assist in all aspects of property assessment services for our client municipalities. You will aid in ensuring compliance with provincial legislation and maintaining strong relationships with the CAO's of all municipalities.

Key Responsibilities

- Assist with the property assessment operations within all municipalities, ensuring assessments align with Alberta's Municipal Government Act (MGA) and other relevant legislation.
- Conduct property inspections in urban and rural settings, gathering accurate data for valuation purposes.
- Maintain and update assessment records using **CAMALot**.
- Analyze market trends, property sales, and economic factors to determine accurate property values.
- Assist in preparing and defending assessments at the Assessment Review Board (ARB) and Municipal Government Board (MGB) hearings when required.
- Collaborate with municipal administrators, council members, and property owners to address assessment concerns, provide guidance, and ensure transparency in the assessment process.
- Travel within service areas to conduct on-site assessments and attend municipal meetings when necessary.

Qualifications & Requirements

- Two-year post-secondary diploma or degree in property assessment or related field, from a recognized post-secondary institution.
- Proficiency with CAMALot software, Excel and all Microsoft programs.
- Excellent communication and interpersonal skills for working with municipal officials, property owners, and team members.

- A valid Class 5 driver's license and use of personal vehicle. Comfortable driving in rural areas in all weather conditions.
- Self-motivated with a strong work ethic, positive attitude, keen attention to detail, and the ability to manage multiple tasks efficiently.
- Strong verbal and written communication skills.

Physical Demands

- Walking around residential, farm, acreage, industrial and commercial properties.
- Inspecting buildings in various stages of completion.
- May encounter dogs on properties.

Additional Benefits & Growth Opportunities

- Competitive salary based on experience and qualifications. Salary range: \$ 76,000-\$102,000/Annum
- Standard work hours: **Monday to Friday, 8:00 am–4:30 pm (37.5 hours/week).**
- The potential for **future ownership** – an opportunity to purchase shares in Wainwright Assessment Group Ltd. and become a part-owner of the company.
- A welcoming community with an excellent quality of life, ideal for professionals seeking a balance between career growth and small-town living.
- Health Benefit Package

Application Process

This competition will remain open until a suitable candidate is selected.

To Apply:

Interested candidates are invited to submit their resume, along with a cover letter detailing their relevant experience and interest in relocating to Wainwright, to Larry James: larry@wainwrightassessment.ca.

Successful applicants must provide proof of qualifications.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Join Wainwright Assessment Group Ltd.

and become part of a dynamic team in a thriving rural community!