



888.DART.123

2600 W.Big Beaver Ste. 540

Troy, MI 48084

**Job Title:** Account Manager – York Valuation

**Location:** Troy, MI or Sea Girt, NJ

**Position:** Full-time (in-office)

### About Us:

Dart Appraisal is a leading nationwide independent Appraisal Management Company (AMC) established in 1993. Our company was founded on the principle that an AMC could create transparency between the lender and appraiser, cultivating a process that brings out the best in both parties.

We manage a nationwide panel of state licensed appraisers and are committed to providing the highest quality and efficiency of appraisal management in the industry. Dart Appraisal utilizes innovative technology to manage appraisal orders in real-time while centralizing all appraisal communication.

### Position Overview:

This Account Manager is an in-office position, based at either our corporate headquarters in Troy, Michigan or our office in Sea Girt, New Jersey. The Account Manager will support our York Valuation subsidiary and is responsible for generating new sales from new clients, increasing sales to existing clients, and maintaining strong relationships with existing key clients. This role involves identifying new business opportunities, managing accounts, and developing strategies to meet clients' needs while reaching sales goals. The ideal candidate will have a proven track record in business-to-business phone sales and excellent communication skills. We focus on building long-lasting, mutually beneficial partnerships with Appraisal Management Companies, Banks, Credit Unions, and Mortgage Lenders by demonstrating how our services improve the appraisal process.

### Key Responsibilities:

- ✓ Identify and reach out to potential clients through outbound phone calls and emails.
- ✓ Develop and nurture relationships with prospective clients and key decision makers.
- ✓ Handle inbound phone calls, emails, and web-based leads with professionalism and efficiency.
- ✓ Monitor, maintain, and expand existing business through effective management of AMC -client portal profiles



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- ✓ Provide outstanding service to clients for their appraisal needs and support our Client Services team.
- ✓ Real time input and management of prospect and client data in CRM tool.
- ✓ Ensure all necessary paperwork is prepared and provided to prospects and clients.
- ✓ Meet and exceed sales quotas and revenue targets on a daily, weekly, monthly, and yearly basis.
- ✓ Exemplify Dart Appraisal's Core Values in all interactions and efforts.

#### Qualifications:

- ✓ Minimum 3+ years of sales experience preferably within the real estate appraisal or mortgage industry
- ✓ Excellent written, verbal, interpersonal communication skills with strong attention to detail
- ✓ Positive, self-motivated individual with high energy level and a desire to achieve goals beyond what is required
- ✓ Ability to work both collaboratively within a team and independently with equal effectiveness
- ✓ Proficiency with technology (e.g. Microsoft Office Suite and CRM tools)
- ✓ Bachelor's degree or equivalent professional experience

#### What We Offer:

- ✓ Competitive salary and benefits package
- ✓ Generous paid time off package starting in your first year of employment
- ✓ Management team that encourages suggestions and feedback
- ✓ Supportive management and ability to make a large impact on the organization
- ✓ Innovative, team-oriented environment that doesn't skimp out on fun

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