

## Valuation Report Drafter

Location: Janakpuri West, New Delhi

Type: Full-time

Experience: 1-3 years in real estate/mortgage valuation

Reports to: Valuation Analyst

### Responsibilities:

- Draft, edit, and finalize detailed valuation reports for residential, commercial, and industrial properties.
- Work closely with valuation analysts to ensure all data is accurately represented in the reports.
- Ensure that all reports adhere to Valsight Advisors' standards and IVS.
- Incorporate client feedback and make necessary adjustments to reports.
- Maintain a database of standard templates and ensure consistency across all documentation.
- Support the valuation team by managing report timelines and ensuring timely delivery to clients.

### Qualifications:

- Bachelor's degree/ diploma in Real Estate, Civil Engineering or a related field.
- Strong writing and editing skills with attention to detail.
- Experience in technical writing, preferably in real estate or finance.
- Ability to understand and convey complex valuation concepts clearly and concisely.
- Proficient in MS Office, particularly Word and Excel.
- Familiarity with valuation principles and standards is a plus.