

Description

Transaction Coordinator

The Transaction Coordinator assists agents with coordinating all required tasks from contract ratification until closing.

Key Responsibilities:

- Establish communication with all parties of the transactions.
- Verify files for accuracy and completion of all required documents.
- Fill out appropriate jurisdictional paperwork for each transaction such as U&O applications and utility certifications.
- Order HOA/Condo documents and Home Warranty, if applicable.
- Keep agent updated though out by providing detailed email communication.
- Updated internal Excel database with transaction details.
- Monitors all timelines and contingencies. Follow up as needed with municipalities to ensure all required certifications are received timely.
- Communicates with the Title Company through out, advising them of any issues and responding promptly to all requests.
- Review title and order payoff and judgements as required.
- Send title packet to title company and agent, providing detailed summary.
- Keep the process streamlined, organized, and on-schedule.

Requirements

Preferably at least 2 years' experience with the following:

- Has great attention to detail, verbal and written communications skills.
- Able to produce work efficiently and meet deadlines in a fast-paced environment.
- Has the ability to prioritize agent requests and work both independently as well as collaboratively.
- Has the ability to work on many tasks and projects simultaneously to meet tight deadlines.
- Has a good attitude and enjoys working with multiple clients.
- High school graduate or equivalent combination of training and experience.
- Familiarity with Microsoft 365 (Excel, Word and Outlook).

- Knowledge of the real estate industry, transaction coordination, titles and mortgages preferred.