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# Example of Real Estate Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of real estate coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for real estate coordinator

* Create and maintains budgets for each store project, maintains Deal development / Accruent Software systems
* Ensure every exhibit referred to in the LOI (Letter of Intent) is included in the file (documentation necessary for Legal to develop leases)
* Review Commission invoices from the broker, compare to the final deal terms per the lease using SLIM and submit for payment
* Maintain all reports generated on weekly and monthly basis
* Set up showing appointments for outside agents who want to see our listings make appointments for our sales executives who want to see outside listings
* Purchase Order Reconciliation
* Cost Detail Reports for Sales
* A/P – processing bills
* Tracking Titles of Inventory Homes
* Attend weekly construction meetings

## Qualifications for real estate coordinator

* Must be able to work closely with team and handle multiple projects simultaneously
* Experience writing database queries, analyzing results and regular/ad hoc reporting
* MS Office Power-user demonstrated continuous learning habits and flexibility
* Perform application platform development and support for the RES organization‘s implementation of the Tririga application including
* Document specific customizations that have been made to our implementation of the Tririga application
* Provide technical support to Tririga platform and application upgrades