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# Example of Real Estate Transaction Coordinator Job Description

Our company is hiring for a real estate transaction coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for real estate transaction coordinator

* Coordinate title/escrow, mortgage loan, inspections and appraisal processes
* Verify and disclose property facts to clients
* Obtain signatures from clients
* Serve as liaison and central point of information on behalf of senior agent with the team and clients when agent is unavailable
* Manage senior agent’s calendar including meeting coordination, conference calls
* Enters listings into MRIS system and ensures the MRIS information is current
* Creates Master Client files with all necessary documents for all transactions
* Orders HOA documents and Home Warranty, if applicable
* Verifies files for accuracy and completion of all required documents for ratified contracts
* Sends mortgage payoff request for sellers

## Qualifications for real estate transaction coordinator

* Due to the nature of the work, US Citizenship required
* Experience with a real estate software system is strongly preferred
* Previous database data entry, reporting and/or data analysis and presentation is preferred
* Minimum of 3 years of commercial real estate experience in a lead transaction coordinator role
* Paralegal, Accounting or related Title experience a plus
* Notary designation preferred (employer will pay for certification training if necessary)