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# Example of Real Estate Transaction Coordinator Job Description

Our company is growing rapidly and 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

* Sends title packet to title company and schedules settlement time
* Forwards necessary paperwork to headquarters for commission disbursement
* Assist with site selection process, financial analysis, and determination of sites meeting AWS portfolio standards
* Coordinate with external partners such as landlords, brokers, developers, design professionals and other consultants
* Provide front desk/reception support for office
* Assist with the branch office administrative staff, Central Processing staff to ensure data accuracy and compliance to prevent errors
* Support real estate transaction management team in managing transaction deal flow, including ensuring that all relevant data and associated documents are tracked and kept updated
* Support real estate transaction management processing and administration needs for fast growing operations business
* Maintain Canadian and U.S. deal pipeline reports for weekly pipeline meetings and prepare reports for distribution during meeting
* Responsible for administering the allocation policies for Canada and the US to ensure compliance, which includes tracking the allocation of deals between the various investment accounts and the preparation and presentation of quarterly results to the Allocation Oversight Committee

## Qualifications for real estate transaction coordinator

* Detail-oriented, organized and proficient in multitasking on a large volume of deals
* Strong work ethic, self-directed and proven track record of working within team environment
* Minimum of 3 years experience in commercial real estate and a Texas real estate sales agent license
* Tech savviness and experience with standard and research platforms
* Excellent communication skills, ability to develop strong working relationships with both internal and external sources, must be very articulate
* Excellent writing and editing skills, , spelling, grammar, punctuation