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# Example of Real Estate Transaction Coordinator Job Description

Our growing company is looking for a real estate transaction 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 transaction coordinator

* General support of the investment team in the underwriting and review of real estate investment opportunities, including, but not limited to, assisting in the preparation of deal presentation materials and legal documents
* Responsible for completing Know Your Counterparty (KYC) checks on transaction counterparties
* Oversee the review and execution of confidentiality agreement between external parties and internal legal for all deals in Canada
* Prepare property related investment materials for internal and external stakeholders as required
* Prepare any ad hoc investment reports as may be required by senior management
* Support real estate transaction processing and administration needs to help expand AWS portfolio
* Assist with site selection process, strategy development, financial analysis, and determination of sites meeting AWS portfolio standards
* Help coordinate a growing number and variety of internal initiatives
* Maintain U.S. deal pipeline reports for weekly pipeline meetings and prepare reports for distribution during meetings and senior executive briefing reports
* Responsible for administering the allocation policies for the U.S. 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

* Familiarity with InDesign and/or Photoshop a plus
* Commitment to be flexible with work hours and work overtime as necessary
* Previous real estate experience is required
* Good verbal communications skills and the ability to work independently
* 1-2 years' experience of Commercial Real Estate Property Management experience
* 1-2 years' experience of corporate or Real Estate Administrative experience