



# Example of Transaction Coordinator Job Description

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Our growing company is hiring for a 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 transaction coordinator

- Prepare and send thank you cards to referral sources and new clients
- Manage assigned originator's database
- Prepare and submit loan applications to processing, helping to resolve any subsequent file issues and escalating processor conditions as required assisting processor in clearing any conditions placed on loan(s)
- Keep up to date with company approved programs and software systems
- May provide clerical and administrative support on an as needed basis
- Creating and distributing marketing materials (postcards, flyers, broadcast emails)
- Reviewing documents for grammar and punctuation handle confidential personnel information/matters
- Assisting with creation of proposals, marketing of listings, management of properties under contract escrow management and assistance with closing process
- Provides daily support through phone and email to the customers, the Regional Account Executive team Builds and maintains relationships with the Regional Account Executive team, Attorney and Lender Network
- Performs month-end/quarter-end and year-end duties like balancing trust account spreadsheets and cheques written log, printing of A/R report and closed deal report for Managing Director

## Qualifications for transaction coordinator

- Two (2) years in a title processing or real estate paralegal role strongly preferred
- Low level of independent judgment and discretion used in decision-making
- Ability to interact with employees, agents, and vendors in a professional and courteous manner
- High school diploma or equivalent preferred, along with a minimum of one year total experience in Mortgage lending or related field
- Minimum of one year experience within the Mortgage lending or related field