



Example of Transaction Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of transaction coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for transaction coordinator

- Acquire all sales and title related documents, deeds, AOA, Tax information
- Follow up on loan approvals
- Ensure all disclosures are completed
- Schedule and follow up on inspections, walk-through's, closings
- Monitor compliance with contract terms and deadlines
- Create and manage transaction in Homebase
- Work with the branch office administrative staff, Central Region Service Center staff to ensure data accuracy and compliance to prevent errors
- Create and manage listings, sales and lease transactions utilizing various company systems to ensure all essential and applicable data is accurately entered, updated, processed and closed
- Work with the branch office administrative staff to complete files, Commissions Audit staff to ensure compliance and data accuracy to prevent processing errors
- Apply necessary commission adjustments and close deals in our internal accounting systems for timely and accurate payments to our Sales Agents, Cooperative and Referring Brokers

Qualifications for transaction coordinator

- Real estate license a plus or willingness to become licensed real estate agent
- Prior contract processing experience a plus
- Minimum 3 years' experience in corporate commercial real estate lease

- Real Estate license is required or must be obtained within 6 months of employment
- Demonstrates both an ability to think and work independently, work in a collaborative and team-oriented environment
- Experience with Salesforce a must