



Example of Transaction Coordinator Job Description

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Our growing company is hiring for a 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

- Provide superior customer support to all our agents and supporting staff at our branches and the home office
- Perform variety of other administrative duties as directed and required by business need
- Title report and fees
- HOA documents
- Provide status updates to referral sources on active loans
- Answer member inquiries related to active loan, and/or loan application status
- Work with processing and underwriting in planning to meet important dates in the transaction to ensure we meet expectations of members and real estate community
- Update TBD conditions when they become out of date
- Assist member in appraisal reconsideration of values
- Track approved condo projects

Qualifications for transaction coordinator

- Real Estate Escrow experience (a MUST)
- Minimum four (4) years of experience in real estate, including review of real estate contracts, advanced administrative/clerical functions, interaction with clients escrow management
- Self-starter, someone who takes ownership
- Minimum 6 months to a year experience in Transaction Processing

- Real Estate/Mortgage/Title industry experience is a plus