



Example of Transaction Coordinator Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of transaction coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for transaction coordinator

- Maintain and update transactions tracker software and/or project reports
- Perform or coordinate the market research of global markets, existing buildings and build-to-suit sites
- Develop an understanding of our clients real estate needs in order to establish variable and flexible strategies
- Execute internal financial transaction process for closed transactions and maintain accurate transaction files to ensure financial and legal compliance
- Prepare financial and non-financial analysis of viable options
- Prepare project charters by documenting client's current site situation, project requirements, and internal/external team
- Prepare and present site/facility and proposal analysis to identify real estate costs
- Serve as information resource by conducting client-focused research, assembling data, and performing special projects
- Complete necessary financial analysis as requested by team
- Prepare necessary marketing materials for pitch materials, including pitch books, placemats, e-marketing campaigns, and client presentation deliverables using branded templates in PPT

Qualifications for transaction coordinator

- 3+ years' experience in lease administration in corporate or commercial

- Commercial Real estate brokerage experience preferred
- Licensed Broker in the State of Oregon
- A passion for data integrity, accuracy and assisting others
- Ability to understand and interpret data, while thinking critically and strategically
- Strong organizational, creative, interpersonal and communication skills