

**Position: Real Estate Sales Transaction Coordinator****Reports to VP-Sales & Marketing**

A Real Estate Sales Transaction Coordinator will be responsible for the efficient progression of real estate transactions from contract to closing. The successful candidate will perform a range of administrative and clerical tasks to ensure that each transaction is completed in a timely and accurate manner.

**Duties and Responsibilities**

- Maintain contact with all parties involved in the transaction including buyers, sales agents, lender and escrow representatives, Gentry construction personnel
- Monitor, prepare and track documents, including contracts, addenda, deeds, closing statements, lenders requirements and other paperwork
- Ensure that all date-critical transactions are completed on time
- Review all documents for accuracy and completeness and resolve any discrepancies before sending to the appropriate parties
- Obtain necessary information from lenders and sales agents to prepare weekly status report to Gentry departments throughout the transaction process
- Manage deadlines for each transaction and ensure that each step is completed on schedule
- Review closing documents for accuracy and make sure all parties have their required information

**Requirements and Qualifications**

- 2-5 years equivalent industry experience
- Demonstrated knowledge of real estate documents and process
- Excellent organizational and time-management skills
- Excellent communication skills
- Highly detail-oriented with strong problem-solving abilities
- Proficient with Microsoft Excel and Word
- Accounting knowledge desirable

The core skills of a Real Estate Transaction Coordinator relate the selling process—attention to detail, time management, and being highly organized. Since everything a Real Estate Coordinator does is time sensitive, you must be able to work well under tight deadlines. Excellent communication skills are necessary for your responsibilities; talking to multiple people and juggling multiple schedules is a large part of the job.

A transaction coordinator’s list of responsibilities may include:

- **Streamline administrative tasks.** A TC will handle all administrative aspects of the deal. “This includes managing paperwork, documentation and deadlines associated with the transaction,” says Denis Smykalov, broker and founder of Wolsen Real Estate in Miami. “By shouldering these responsibilities, a transaction coordinator allows real estate agents and brokers to focus on client relationships and the overall sales process.”
- **Manage timelines and deadlines.** They’ll make sure every party involved in the deal stays on track and keeps an eye on important dates, such as inspection periods, loan application deadlines and closing dates, Smykalov says. This helps minimize delays and ensures that everyone will get to the closing table on time. Another important time is the [contingency period](#). A TC can monitor these dates and notify the agent if one is approaching. If a date is missed, the contract could be at risk of being voided or the client may lose their ability to negotiate something with a contingency, Rundlett says.
- **Handle communication and coordination.** They can schedule the home inspection or property appraisal, communicate with the title company and order homeowners association resale packets, according to Rundlett. The transaction coordinator will also arrange the final walkthrough and [closing process](#) and make sure everything is signed and meets everyone’s expectations. “Many people don't realize the amount of work and the amount of coordination with various individuals that is needed to ensure that a transaction goes smoothly and closes on time,” Rundlett adds. “A transaction coordinator will help facilitate this and is well worth the cost.”
- **Ensure compliance and document accuracy.** “Without a real estate license, a transaction coordinator is not permitted to review contracts with clients, but they can review the contract after everyone has signed everything to ensure that there are no missing initials or signatures or required addenda,” Rundlett says. If something is missing, they can alert the real estate agent who hired them.
- **Supervise underwriting.** Your lender will verify your creditworthiness and financials for final approval of the loan in a process called [underwriting](#). You can’t receive funds before underwriting is complete, but a TC can make sure everything clears quickly.
- **Find solutions to problems and provide support.** If a problem comes up, the transaction coordinator will work with the agents, clients and other parties involved to find a solution. This could be anything from a problem with financing to an inspection concern.
- **Confirm funding.** A TC can confirm that the buyer puts earnest money into the escrow account on time, as well as their [down payment](#), inspection fees, insurance and any other costs. If the buyer misses a payment, the seller could cancel the contract.