

# Your Realty Leverage, Inc.

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## Real Estate Transaction Coordinator HVIZDA REALTY GROUP REMOTE

### Description

Hvizda Realty Group

### Transaction Coordinator for Real Estate Team

Our transaction coordinator is a self-motivated, assertive, accountable, action-oriented, and optimistic person who thrives in a fast-paced environment. They possess the ability to think outside of the box and problem-solve with minimal supervision and excellent communication. This role provides a variety of tasks that bring new challenges and diverse work responsibilities daily. Thriving in this role will require wearing a multitude of hats and embracing rolling with the punches! We value culture and surround ourselves with individuals who are committed to self-growth, pushing through challenges, being a driving force in business and appreciate the opportunity of growth for themselves and our team.

Performance = Potential – Interference

**Compensation: \$40,000 – \$48,000 + Holiday Pay + Sick Time + Vacation Time**

### Responsibilities

- Schedule home inspections and any necessary repairs, and assist in negotiations regarding repairs
- Support sales agents, clients, and other parties with escrow-related paperwork, such as appraisals, titles, and mortgage loans
- Acquire seller approval for offers and counteroffers from buyers to complete the process in a timely manner
- Oversee all administrative tasks regarding home buyer and seller transactions from executed purchase agreement to close
- Schedule moving times and attending all closing-related meetings
  
- Responsible for the processing of all contracts through closing
- Establish an effective line of communication between agents and clients  
Heavy focus on client care/customer care and ensuring those relationships are nurtured and fostered for past clients, future clients, and potential clients
- Assures that all closing documentation is accurate, timely, and properly disbursed
- Responsible for keeping the entire team updated on the progress of all contracts and advising team members when they need to become involved in negotiations or problem resolution
- Maintains all vendor and service provider files
- Work closely with Listing Manager and Operations staff to ensure all

### Hiring organization

Your Realty Leverage, Inc.

### Employment Type

Full-time

### Base Salary

\$ 40,000 - \$ 48,000

### Date posted

November 17, 2021

aspects of the role are being fulfilled in a timely manner

## **Qualifications**

- High school diploma or GED required, preferably some college experience
- Previous experience in transaction management, transaction coordination, real estate, titles, or mortgages highly valued
- Already a licensed realtor or is pursuing real estate license
- Passionate about providing excellent customer service
- Candidates should be organized and able to communicate written and verbal information to clients accurately and clearly

- Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues; Experience with any of the following is a plus: Brivity, MailChimp, experience working on any kind of a CRM (Salesforce, etc.), Gmail, Google Calendar, and Google Drive (including a basic, working knowledge of Google sheets and documents)
- Have excellent attention to detail and high-level accuracy with documents
- Ability to assess, prioritize and act quickly
- Great ability to focus amidst chaos
- Learning-based and solution-oriented
- Deadline driven and extremely organized
- Continue to maintain the goodwill and reputation of the entire team
- Strong social media skills on Facebook and Instagram
- Strong written and verbal communication skills
- Goal-oriented and accountable
- A true professional, who supports the entire team in achieving their goal
- New Hampshire RE license or willingness to obtain one

## **Job Benefits**

\$40,000 – \$48,000+