

Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/transaction-coordinator-yrl/>

Transaction Coordinator YRL, MIAMI, FL US

Description

We are a growing Real Estate Transaction Coordination Company assisting and supporting multiple agents and teams in Miami, Florida in growing their business. We are seeking an experienced transaction coordinator dedicated to providing a smooth closing experience. In this role, you will assist with escrow documentation, coordinate appointments, manage all timelines and keep everyone updated throughout the transaction. This role will be based in Miami, Florida but will begin as a remote position. Applicants should enjoy helping people and continually learning how to streamline processes. Sound like something you'd love? Apply now! **You must be bilingual in English and Spanish to be considered.**

Responsibilities

- Support real estate sales agents, clients, and other parties with escrow-related paperwork, such as appraisals, titles, and mortgage loans
- Enter client information into the client database system and submit appropriate documentation to the office broker for file compliance and keep track of transaction activity
- Manage transaction contracts from both home buyers and sellers to close the deal in a timely manner
- Arrange for events regarding the closing process
- Responsible for the processing of all contracts through closing
- Establish an effective line of communication between agents and clients
- Responsible for keeping all parties updated on the progress of all contracts
- Create timelines and follow up with individuals as needed to ensure all deadlines are met and contingencies are released
- Maintain accurate and compliant files for all transactions
- Understand the contracts to summarize all important terms, conditions, and contingency dates
- Efficiently utilize DocuSign, Dotloop, Brivity, KW Command, and other systems
- Establish relationships with all third parties including lenders, inspectors, appraisers, and all agents to ensure a smooth closing process and share relevant information
- Draft any addenda needed along the way and keep a record of them on file and ensure they are shared with relevant parties
- Be the first point of contact/resource for all questions that arise throughout the closing process from the agent (and client, attorneys, lenders, appraisers, other transaction coordinators/Realtors, etc.)
- Coordinate closing date, time, and location and notify all parties
- Notify client about utility accounts to set up/cancel
- Closeout the file after the closing including changing the MLS status to closed for our listings, double-checking the file, making an electronic copy of the HUD/ CD (closing disclosure), and processing the check
- Can work well independently, but also realize the value of working on a team

Qualifications

Hiring organization

Your Realty Leverage, Inc.

Employment Type

Full-time

Date posted

April 12, 2022

- 2+ years Transaction Management experience in residential real estate
- Bilingual (English and Spanish)
- High school or equivalent required, some college experience preferred
- Obtained real estate license or are currently pursuing preferred
- Background or knowledge of the real estate industry, transaction coordination, titles, and mortgages preferred
- Driven by a desire to provide excellent customer service and a great customer experience
- Applicants must possess exceptional organizational and verbal and written skills
- Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues
- Have excellent attention to detail and high-level accuracy with documents
- Ability to assess, prioritize and act quickly
- Learning-based and solution-oriented
- Deadline driven and extremely organized
- Continue to maintain the goodwill and reputation of the entire team
- A true professional, who supports the entire team in achieving their goals

Job Benefits

\$40,000 yearly