



A **BEAR** REAL ESTATE Company

JOB DESCRIPTION

JOB TITLE: Transaction Coordinator

EMPLOYER: Bear Real Estate Group

DEPARTMENT: Bear Homes, LLC.

REPORTS TO: Director of Operations

EFFECTIVE DATE: 2/28/2020

SUMMARY: The Transaction Coordinator acts as liaison between real estate agents, clients, attorneys, escrow companies and mortgage brokers during the process of all real estate transactions and manages the administrative tasks involved in the closing process.

DUTIES AND RESPONSIBILITIES:

- Create timelines and follow-up with individuals as needed to ensure all deadlines are met and contingencies are satisfied
- Maintain accurate and compliant files for all transactions, includes creation and maintain of a house file
- Understand contracts in order to summarize all important terms, conditions and contingency dates
- Communicate with listing agent throughout transactions to keep informed of all-important dates, missing documents, calendar reminders and file compliance status
- Establish relationships with all third parties, including lenders, inspectors, appraisers and agents in order to share relevant information and ensure a smooth closing process
- Serve as main point of contact for all questions that arise throughout the closing process from agents, clients, attorneys, lenders, appraisers, transaction coordinators, etc.
- Create and organize closing file, including any documents needing signatures/initials/dates, commission amount for the check to bring back and any other documents needed from closing
- Input all listing information into MLS and communicate with Marketing Department regarding all updates
- Other administrative duties as needed

QUALIFICATIONS:

- Associate's degree (A.A.) or equivalent
- 2+ years related experience preferred
- Familiarity with construction and/or real estate industries
- Excellent written and oral communication skills
- Strong organizational skills with the ability to prioritize in a dynamic environment
- Ability to effectively manage priorities and workflow
- Versatility, flexibility and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Self-starter with the ability to work independently
- Proven ability to handle multiple projects and meet deadlines

- Good judgement with the ability to make timely and sound decisions
- Proficient in Microsoft Word and Excel and other cloud-based technology programs

COMPETENCIES:

- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bear Real Estate Group is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.