

KEN RIGEL GROUP

Listing and Transaction Coordinator

Position Description

The listing and transaction coordinator organizes and facilitates all aspects of the sale and purchase processes. Extremely detail oriented, the coordinator manages legal contracts, timelines and transfer of information. This is a part time position, with the possibility of becoming a full-time role. There is some flexibility in scheduling, with opportunities to work from home.

Key Duties

- Communicate and coordinate with conveyancing department
- Maintain file checklists
- Complete closing checklists
- Communicate with clients, vendors, partners and agents
- Support and follow up with agents
- Contract review and management
- Transaction and closing coordination
- All contracts and supporting paperwork
- Weekly updates and weekly reports
- Date and deadline management
- Closing Coordination (keys, gifts, funds)
- Attend closings as needed
- Track commission payments
- Upload listings
- Listing checklist
- Open house schedule creation and management
- Maintain sale plan/map
- Coordinate and communicate with listing specialist
- Showing feedback collection and delivery to clients

Key Personality Traits

- Extremely high attention to detail and organization
- Familiar and comfortable using advanced computer software and able to learn new systems quickly
- Understanding of legal paperwork and contracts an asset
- Comfortable communicating by phone, text, and email

- Ability to manage strict timelines
- Confident in asking for required items from the appropriate party
- Valid Driver's Licence and reliable vehicle required

Experience

Previous experience working in real estate administration is preferred.

Education

No education requirements