

Real Estate Transaction Coordinator

Job Description

The law firm of Coleman Talley LLP has an immediate opening for a full-time real estate transaction coordinator in the firm's Valdosta, Georgia office. The ideal candidate must have one or more years of experience working as a residential real estate pre-closer and be familiar with the pre-closing process. The candidate should have experience in the title and settlement industry, specifically focused on closing transactions in a high-volume environment. The candidate will work concurrently with multiple parties, real estate closers and attorneys to move the closing transaction from start to finish. The candidate will be very time conscious, and able to track multiple deadlines and deliverables for many files at the same time.

Responsibilities

- Handles intake process
- Orders title and maintains log of title work and requests, manages closing calendar, schedules closings
- Prepares POAs, obtains wire information, prepares invoices
- Tracking and receiving mortgage and lien payoffs, HOA letters, and tax information
- Obtaining commission payment information from real estate agents involved in the transaction
- Maintaining consistent, timely and professional communication with both clients, attorneys, and peers regarding the status of the file
- Communicate with clients by phone and email
- Quickly respond to emails from clients, attorneys, and peers
- Ensure the software is consistently updated with all important emails and documentation regarding the closing transaction
- Escalating any items that could impact the closing date to attorneys and/or closers
- Drive closing performance, meeting closings dates, and providing exceptional client experience
- The successful candidate must be very detail oriented, comfortable communicating with lenders, tax authorities and others to obtain information. Must be able to manage multiple priorities. Understand the importance of closing dates and working diligently to ensure real estate transactions close on time.

Qualifications

- 1+ years of experience in title and settlement
- Excellent written and verbal communication skills
- Professionalism
- Deadline oriented
- Strong multi-tasking and organizational skills
- Have a team-oriented attitude
- Work both independently and as part of a team
- Familiarity with standard closing concepts, practices, and procedures of the real estate settlement industry
- Possesses a sense of urgency, and a "can do" mentality
- Ability to communicate with realtors, lenders, buyers and sellers in a positive, friendly, and helpful way
- Being very quality-conscious
- Ability to work on multiple files concurrently with accuracy
- Intermediate to advanced experience working within closing software systems and Microsoft Office applications such as Outlook and Word
- Experience with Landtech is a plus.

Benefits

- Paid time off
- Health Insurance
- Dental
- Vision
- Life
- Disability
- Flexible Spending Account
- 401(k) including matching contributions

How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at jobopportunity@colemantalley.com

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