



Job Title: Transaction Coordinator

Goals:

1. Leverage agent tasks
2. Optimize internal work flows and file management

Responsibilities:

1. Create contracts per agent direction for client review and signature
2. Introduce your role in the transaction to every party involved.
3. Review every document to verify correct dates, initials, broker information, and signatures.
4. Supply an executed Purchase Agreement to every party.
5. Create a customized closing checklist
6. Open escrow; obtain a file number, request preliminaries, and instructions.
7. Verify contact information, dates, and documents are uploaded to our online service where it will remain securely accessible to all parties 24/7.
8. Prepare a Full Disclosure Package delivered via mail, email or DocuSign to you and/or other parties
9. Send copies of all reports to the buyer's agent, lender, affiliated parties and Escrow Company.
10. Order requested escrow amendments.
11. Upload all reports, disclosures and documents into our online service as it is received or executed.
12. Send all necessary documents to escrow.
13. Track due diligence and escrow time frames for receipt, delivery and return of all documents and deposits.
14. Maintain constant contact with every party for status updates or to alert you of anything outstanding or requiring attention.
15. Complete and deliver a full digital paper trail (PDF) to agents and/or broker.
16. Utility activation or transfer
17. Obtain and distribute repair invoices

Requirements:

1. Arizona Real Estate License
2. Personal phone and computer hardware

Compensation:

1. \$250-\$300 per closed transaction file
2. Approximately 20+ files per month and growing