

Job Title: Transaction Coordinator

Location: Janice Overbeck Real Estate Team

Reports To: Director of Sales / Lead Transaction Coordinator

Who We Are

At The Janice Overbeck Real Estate Team, our mission is to deliver the premier customer service experience for every home buyer and seller we serve. With years of local market expertise, we guide clients through each step of the process with confidence, from pricing and staging to negotiating and closing. Our agents are experienced professionals who apply their skills, market knowledge, and passion for excellence to help clients achieve outstanding results.

Who We're Looking For

We're seeking a detail-oriented, highly organized **Transaction Coordinator** who thrives in a fast-paced environment and draws energy from working with people. This role is central to ensuring a smooth and efficient transaction process from contract to close — for both buyers and sellers.

While the primary focus is transaction coordination, this position may include various listing support duties, including launching marketing action plans and assisting with listing preparations. The ideal candidate is committed to both personal growth and the success of the team, with the potential to take on more responsibilities and leadership opportunities over time.

Key Responsibilities

Transaction Management – Sellers & Buyers

- Oversee all aspects of transactions for both buyers and sellers from executed purchase agreement to closing.
- Serve as the main point of contact for clients during the contract-to-close phase, ensuring clear communication and a seamless experience.
- Coordinate with lenders, attorneys, co-op agents, inspectors, and other parties to keep transactions on track.

- Monitor contract deadlines and ensure all contingencies are met.
- Provide clients with regular updates and next-step guidance throughout the process.
- Calculate commissions and ensure agents are paid on time at closing.

Listing Management & Support

- Prepare listing materials including pre-listing packets, Listing Agreements, disclosures, CMAs, property profiles, and prior MLS research.
- Coordinate property photos, staging, signage, lockbox installation, and marketing activities.
- Obtain all required signatures on agreements, disclosures, and supporting documents.
- Manage showing schedules, gather and communicate feedback, and provide proactive weekly updates to sellers.
- Coordinate public and broker open houses.
- Input and update listing information in MLS and on marketing platforms.
- Submit all necessary documentation for broker file compliance.
- Maintain accurate records in client database and transaction management systems.

Client & Agent Communication

- Communicate regularly with buyers, sellers, agents, co-op agents, and vendor partners.
- Provide expert guidance on pricing strategies, staging, and preparing homes for sale.
- Address client questions and ensure all parties are informed at every step.

Administrative & Marketing Support

- Create listing presentation materials for appointments.
- Manage and maintain marketing efforts for active listings.
- Assist with market research and track local pricing trends.
- Coordinate schedules for the errand runner and other listing support staff as needed.
- Oversee client appreciation touches, including thank you cards, birthday cards, and home anniversary cards.

Essential Skills & Qualifications

- Strong written and verbal communication skills.
- Exceptional organizational skills and attention to detail.

- Results-driven with the ability to take initiative and meet deadlines.
 - Learning-based, ambitious, and adaptable.
 - Willingness to learn and apply scripts/dialogues for client communication.
 - Proficiency with MLS platforms, transaction management software, and standard office tools.
 - High school diploma required; college preferred.
 - 1–3 years of real estate, sales, or customer service experience preferred.
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Communications & Reporting

- Buyers & Sellers – daily
 - Listing Agents – daily
 - Buyer's Agents – daily
 - Director of Sales – daily
 - Office Coordinator – daily
 - Director of Operations – daily
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Growth Opportunity

While this position has no direct management responsibilities, top performers may have the opportunity to move into a leadership role, including training and leading additional listing or transaction support staff.