

TC Job Description for website

Transaction Coordinator Job Description—What are the major objectives or outcomes to be accomplished by the person in this job?

Responsible for the processing of all contracts through closing.

Assures that all post-closing disbursements, filing, and procedures take place.

Communicates with customers, clients, other agents, and service providers throughout the closing process.

Responsible for keeping the entire team updated on the progress of all contracts and advises team members when they need to become involved in negotiations or problem resolution.

Maintains all vendor and service provider files.

Responsible for effective communication with clients to ensure that fiduciary service is delivered from contract to close.

Key Skills—What behavioral traits, attitudes, and skills are required?

Strong written and verbal communication skills

Exceptional organizational and project management abilities

Great ability to focus

Concerned about doing things the right way

Calm under pressure

Learning based

Service-based attitude

Proven ability to succeed

Who We Are:

Ron Henderson & Associates is currently one of the top teams at Keller Williams Northland Partners. To date we have sold 60 homes at an estimated value of \$13 million (as of August 2013).

We have a solid work ethic, which includes suiting up and showing up every day. Although we are extremely focused and driven, we soak in the office energy and like to have fun too. We constantly strive to create an exceptional customer experience and exceed their expectations with the smoothest real estate transaction possible. Our goal is to create systems and processes that will enable our team members to be very efficient in their work, thereby allowing them to work less hours and make more money.

DOES THIS SOUND LIKE YOU MIGHT FIT? Are you willing to belong to a top-producing, high-energy team? If so, please EMAIL Elizabeth Gilbert at egilbert@kw.com. Be sure to let us know why we should consider you in your own language.

ALSO-To be considered for this position you MUST submit a DISC Profile. This is a FREE 10-minute online assessment of your professional attributes. Once you've completed the assessment online, please email your DISC and VALUES reports to us at egilbert@kw.com.

[CLICK HERE FOR YOUR FREE DISC ASSESSMENT.](#)