

Job Title: Real Estate Sales and Transaction Coordinator

Job Description:

Position Overview: The Real Estate Sales and Transaction Coordinator is responsible for managing real estate transactions and providing exceptional service to clients throughout the buying and selling process. In this role, you will work closely with buyers, sellers, lenders, and attorneys to ensure all aspects of the real estate transaction are handled efficiently and according to industry standards. This position requires an active real estate license, allowing you to facilitate property showings, sales contracts, and other real estate-related duties.

Key Responsibilities:

Vendor/Client Relationships:

- Provide outstanding customer service to buyers, sellers, and third-party agencies, including lenders and attorneys.
- Assist clients with inquiries and provide expert guidance on real estate transactions.
- Educate buyers and sellers on the purchasing and resale processes, ensuring they understand each step.
- Maintain consistent communication with clients, keeping them informed about the transaction status.
- Develop and maintain relationships with current and new lenders, attorneys, and other partners.
- Promptly respond to client inquiries and requests.

Sales and Transaction Coordination:

- Use your active real estate license to show properties to prospective buyers.
- Assist in preparing and reviewing HUD-1 settlements and closing disclosures with attorneys to ensure accuracy.
- Manage and organize all buyer and seller files, ensuring compliance with HUD, real estate, and subsidy requirements.
- Follow up with all parties involved to ensure timely completion of transactions.
- Prepare and submit required documentation to subsidy sources, ensuring deadlines are met.
- Manage the NCHFA CPLP portal and oversee closing timelines for buyers using subsidies.

- Keep internal databases (Salesforce, Microsoft Teams, Dropbox) up to date with transaction details and progress.
- Collaborate with lenders to ensure smooth processing and service for clients.
- Prepare and execute sales contracts according to internal procedures and North Carolina real estate law.
- Calculate seller's resale price and prepare proceeds estimates.
- Meet with sellers to discuss listing details, resale estimates, showings, and necessary paperwork.
- Match clients to housing.
- Provide home improvement and design recommendations to sellers to improve property marketability.
- Take marketing photographs of homes and submit marketing requests for property listings.
- Ensure all closing documents are signed, notarized, and delivered to the attorney before closing deadlines.

Qualifications:

- Active NC Real Estate License (required).
- Strong knowledge of real estate transactions, HUD-1 settlements, and closing disclosures.
- Excellent customer service and communication skills.
- Ability to manage multiple transactions and meet deadlines.
- Experience using CRM systems (Salesforce preferred) and project management tools (Microsoft Teams).
- Attention to detail and strong organizational skills.
- Familiarity with North Carolina real estate laws is preferred.
- HUD Certification required after 180 days of hire
- Spanish preferred.
- Ability to manage multiple projects, customers, and deadlines
- Organized with a strong work ethic and ability to work independently to complete tasks
- Able to shift focus and priorities as needs change
- Ability to use good judgment in stressful and highly visible public role Must be organized, be able to prioritize work and manage multiple tasks at one time
- Strong oral and written communication skills
- Responsive to requests in a timely and professional manner
- Familiar with the real estate process, including reading HUD-1 statements

- Experience working with lenders, attorneys, or real estate agents
- Advanced leadership and team management skills
- Attention to detail and problem-solving skills
- Ability to maintain a consistent teamwork mentality
- Computer skills and knowledge of collaboration tools

What We Offer:

- Salary range: \$50,000-55,000.
- A chance to make a meaningful impact in the lives of prospective homeowners.
- A collaborative and supportive work environment.
- Opportunities for professional development and growth.
- A hybrid work environment, including provision of materials needed to work remotely.
- Generous employee benefits, including 15 paid holidays, 20 days paid and discretionary time off, and 12 sick days per year; and health insurance, dental insurance, life insurance, and HSA/HRA contributions.