

Transaction Coordinator

Probate Real Estate Services & Sales, LLC (PRESS) is the #1 Probate Real Estate firm in America. We've earned this title by redefining probate real estate for the best. With proven expertise, we help people navigate and consummate the administration of their probate, trust, or conservatorship case, simply and flawlessly, as it relates to real estate. Unlike other brokerages, our model provides Americans with a single professional resource for all their probate, trust, and conservatorship real estate needs.

Working with PRESS, you'll have the tools and support you need to thrive in a dynamic, tech-savvy environment where you can grow your career. If you're passionate about delighting customers and transforming the real estate industry, join our team.

As a PRESS Transaction Coordinator, you'll take a lead role in coordinating real estate transactions. It will be your responsibility to ensure that all details of the transaction come together seamlessly from contract to close.

Primary Duties

- Act as a liaison between all parties of the transaction, including clients, lenders, attorneys, title agents, appraisers, etc.
- Answer clients' questions and guide them through the closing process
- Utilize software and online tools to track customer progress and share
- Coordinate and schedule appointments and events
- Flexible hours that may include evenings and weekends

Skills & Experience

- Real Estate license required
- Real Estate experience, including processing transactions
- Experience with Reesio & Top Producer a plus, but not required
- Excellent attention to detail
- Good written and oral communication skills
- Strong sense of accountability for the customer experience
- Calm presence when resolving issues and communicating with agents and clients
- Experience with Gmail and customer relationship management tools to communicate with all parties in real estate transactions

What We Offer

- Competitive hourly wage
- Team environment of dedicated professionals
- Training in real estate, transactions, and estate matters
- Inspiring atmosphere with casual dress code and flexible hours

PRESS is an equal opportunity employer committed to hiring a diverse workforce.

Careers at PRESS: <http://probatewemakeitsimple.com/careers/>

Email resume/cover letter to: theprobatespecialists@gmail.com