

Real Estate Transaction Coordinator / Operations Assistant

Are you knowledgeable about the real estate closing process and love the word “organized”? Do your friends consider you to be super organized, resourceful and down right smart? Can you take pieces of information, create a plan, and then communicate it to others?

Preclose, a Charleston based software company, is launching a transaction coordination service for top real estate agents and growing teams. Using our proprietary software, our team of expert transaction coordinators handle the nuts and bolts behind all the communication and activities of coordinating, scheduling and getting buyers and sellers to the closing table. We excel during the contract-to-close process, so real estate agents can focus on revenue-generating activity.

Preclose has a fast paced work environment and we seek talented team members who crave learning new skills and aren't afraid to tackle big projects. As our first Transaction Coordinator, you will work directly with our CEO building the strategic foundation for our tech enabled, real estate closing process. Our ideal person is someone who loves to be heads down looking at information and gets carried away organizing things. Someone who loves real estate and is driven to make things happen, and work closely with our clients to make sure they have all the information they need to close. We love our clients, some of the top real estate agents in the country, and want you to be their advocate during the closing process.

The Transaction Coordinator will also work closely with Marketing, Sales, and our Development team. Which means, opportunity to learn new things, like turning FAQs you receive from clients into videos and content for our support desk. We're a startup, you wear many hats.

What Your Day To Day Looks Like:

1. Build relationships with our amazing clients (real estate agents and teams) and their buyers and sellers, and be their voice during the real estate closing process.
2. Take fragmented pieces of information and develop a closing plan for clients and communicate to all the key stakeholders. Make sure the lead agent is always in the know.
3. Interface with Realtors, Buyers/Sellers, and Service Providers/Vendors (like mortgage, title, closing attorney, insurance, etc) to ensure accountability and timely scheduling.
4. Use several software tools to stay organized: our proprietary Preclose software, CRM (Hubspot), Google Apps, and more.
5. Take the lead in handling questions, comments, and concerns during the closing process.
6. Assist our CEO in building a foundation for our Transaction Coordinator team.
7. Join in on impromptu feature discussions with co-workers.
8. Take frequently asked questions and turn it into content for our support desk. Document differences in state closing processes. Write thought leadership content for our clients.

9. Chip in and help with a support ticket, onboarding new hires, or anything else only a highly organized person like you could make happen!

What We Need From You:

1. Background as a Real Estate Agent, Real Estate Assistant or Transaction Coordinator, Mortgage Underwriter or Processor, or Real Estate Paralegal, is necessary.
2. Strong communication skills and previous experience working in a client facing role. We are looking for calm under pressure, ability to follow-through, and problem solving.
3. Sense of ownership. Show initiative.
4. Become a partner in our client's business and genuinely care about their success.
5. Proficient in Google Apps, especially sheets (or Excel spreadsheets).
6. Organized, with an ability to prioritize time-sensitive assignments.
7. Multi-task projects with contractual deadlines, and pay attention to details.
8. Motivated and willingness to "make things happen" without much oversight.
9. A basic understanding of using software to manage your workload.
10. Passionate in the real estate industry.
11. Willingness to be thirsty for knowledge and embrace the startup world.

If this sounds like you, email us at hello@preclose.com. We'd love to hear from you!

About Preclose:

Founded in 2016 in Charleston, SC, [Preclose](#) is a fast growing real estate technology company that provides contract-to-closing automation software to help take the chaos out of closings for established real estate teams and their clients. By automating preclose action items and streamlined communication in one central location, we help real estate teams increase efficiency, save time and better service their clients online. Recently called "the most simple and easy-to-grasp mobile tool this year" by Inman technology writer Craig Rowe, and labeled one of the most innovative companies in real estate at the 2016 Realogy FWD Innovation Summit.