



Transaction Coordinator

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Transaction Coordinator to provide support for a busy commercial and residential real estate team. We will pursue a professional, proactive, disciplined, organized, communicative multi-tasker with excellent people skills. Waypoint Real Estate is a growing company offering commercial and residential brokerage services, property management, and investment services. Come be a part of this talented team.

Job Description:

Responsibilities include:

- Manage a listing from start to finish, including: listing doc preparation and kickoff
- Create up-to-date Listing and Agency Agreements, tracking expiration dates and creating renewals
- Create and Coordinate distribution of listing Disclosures
- Create Contract Prep form
- Draft Letter of Intent (LOIs) for Leases/Sales
- Draft purchase contracts
- Coordinate e-signatures
- Prepares commission agreements with external brokers
- Manage meetings and agendas for new listings and new contracts
- Contract due diligence coordination, materials, and delivery
- Collaborate with brokers, clients, and title company while under contract
- Creates and manages deal files in accordance with Division of Real Estate compliance guidelines
- Assists in post deal close, including file closeout, lease date tracking, and closed deal accounting process
- Manage lease and sale comps database

Required Experience:

- 2+ years of experience in one of the following areas: real estate, property management, office administration, office management, project coordination, event management, or office manager
- High school diploma/GED required

Preferred Qualifications and Experience:

- Colorado Real Estate License, or desire and willingness to become licensed
- Bachelors Degree in Business, Finance and/or Real Estate, Accounting, Construction Management, or Hospitality, preferred, or 2+ years' experience in Real Estate or Property Management
- Experience using Microsoft Office suite, particularly Microsoft Outlook, Word and Excel
- Effective written and oral communication skills
- Ability to prioritize tasks and follow procedures
- Work Style: Flexible, team player, positive attitude, strong inter-personal and problem-solving skills
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, volunteering time to a community non-profit

Salary Range: \$42,500-\$55,000/annually, commensurate with experience. This position will be full-time, with a competitive benefits package.

To apply: send cover letter and resume to: iwantajob@waypointre.com

About Waypoint Real Estate:

Waypoint Real Estate is a local provider of commercial brokerage, property management, and investment services. Core to their purpose, Waypoint's work extends beyond real estate by donating 1% of gross revenue to community-based causes and each team member maintaining a leadership position on a local volunteer board or non-profit.