

## **Market Edge Realty LLC**

### **Transaction Coordinator**

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of an expanding team? Would you describe yourself as detailed, service oriented, thoughtful, communicative, and love technology? Well, we are looking for professional sales experts – people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!

A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for a Real Estate Transaction Coordinator! The right person for this opportunity will be great at organizing lists and prioritizing tasks in a quick and efficient manner, handling multiple duties at once, and brings dedication to our busy office. Hard work is rewarded financially and in other ways. Experience is important, but most importantly you will need to exhibit passion, pride, and ownership in what you do.

#### **Job Responsibilities**

- Send out Listing Documents.
- Post listings onto MLS.
- Order photos for properties.
- Coordinate Showings for properties -- confirm availability.
- Collect Disclosures.
- Referrals for Insurance.
- Turn Utilities On/Off.
- Closing Coordinator on Properties.
- Organize Closing Files.
- Send Addendums.
- Send Notices.
- Draft Offers.

#### **Job Requirements**

- **Must have an Active Arizona Real Estate License by the first day of employment.**
- Must have Real Estate License – or is willing to obtain within 90 days of employment.
- Amazing attitude – cheerful and confident.

- Ability to work in a busy office and maintain professional atmosphere.
- Confident using multiple platforms of technology.
- Become certified in any software the company utilizes to service clients
- Have a **STRONG** basis working in Excel, Word, Outlook, MLS, Propertyware, Rently, DocuSign, and Property Meld.
- Pass a Background and Credit Check.
- Pass a Drug Test.

### **Compensation**

- **Must have an Active Arizona Real Estate License by the first day of employment.**
- Position is \$15 per hour + Bonus Structure per Completed Close
- Position is W-2
- Position is Full-Time

Shift times to be discussed.

**\*\*\*Please respond to this post by sending your resume via your personal email to [HR@MarketEdgeAZ.com](mailto:HR@MarketEdgeAZ.com)**