

Linville | Team Partners

COMMERCIAL REAL ESTATE

JOB TITLE: Transaction Coordinator | **REPORTS TO:** Nick Gonzalez, Partner | **STATUS:** Full-time salary position

Dedication, entrepreneurship, and creativity define Linville Team Partners, a commercial real estate brokerage firm serving the Piedmont Triad and surrounding regions. At LTP, we pride ourselves on the fun-loving, innovation-seeking, partner-driven culture we have created that encourages teamwork, promotes detail-oriented service for our clients, and distinguishes us among other companies in our industry. Our culture is what drives everyone in our office and it is also what defines us as an employer.

We are currently seeking a Transaction Coordinator who will play a vital role in helping manage and grow one of our top-performing brokerage teams. This person will play a key support role to a team of brokers, focusing on helping them keep up with their daily business tasks and assisting them in helping grow their individual businesses. Our ideal candidate is someone who is highly detailed with a high level of follow through.

At LTP we place a high value on several intangibles that will make for a successful member of our team including self-motivation, attention to detail, and a passion for delivering the highest quality work in every aspect of our company. We take pride in the culture we have built and love going to work every day in a fun and fast-paced office.

Key Roles and Responsibilities:

- Manage all listing documents, ensuring proper organization for easy access by brokers, and maintain meticulous property files
- Act as the key liaison between brokers, clients, and other stakeholders, coordinating all aspects of the real estate transaction process, including the handling of due diligence materials, tracking of critical dates such as expiration of documents and earnest money deposit deadlines
- Provide comprehensive oversight of contract management from initiation to close, which includes:
 - Ensuring accurate and timely filing of all listing and closing documents
 - Maintaining regular updates and record-keeping within company systems (Dropbox for file storage and Salesforce for transaction tracking and management)
 - Proactively monitor the status of listings, follow up on referrals, keep track of expiration dates to manage renewals efficiently, and support the transaction process through to successful conclusion
- Draft and revise key documents, including letters of intent, purchase and sale agreements, invoices and commission instruction letters
- Coordinating backend tasks from initiation to close; tasks include:
 - Organizing photography, compiling market data and property analyses
 - Writing executive summaries, including conducting bi-weekly market updates
- Field incoming calls, directing them to the right team members and filtering inquiries for efficiency

Candidate Requirements:

- Highly organized and detail oriented with the ability to manage multiple projects and responsibilities
- Go-getter mentality, highly self-motivated
- Strong computer and Internet research skills (CRM experience preferred)
- 2-3 years real estate or industry experience preferred
- Production focused with a high level of professional energy
- Shows initiative, creativity and flexibility
- Personable, friendly and welcoming

This opportunity is not a phone, a desk, and a “good luck” – we are offering the opportunity for you to learn and develop your business through mentorship, training, and hustle. If you are looking to work hard in a fun and entrepreneurial work environment in downtown Winston-Salem, this may be the opportunity for you. Learn more about LTP at www.LTPcommercial.com.

This is a full time position with hours from 8:30-5:30 Monday-Friday. Please email resumes to Erin Thompson (Erin@LTPcommercial.com)

