
Organization: Whitney & Company Realty Limited, Brokerage
Position Title: Transaction Coordinator – Full Time, Permanent
Reports to: COO
Location: Waterloo, Ontario – In office position

JOB SUMMARY

We are seeking a Transaction Coordinator to join our team and play a crucial role in ensuring the smooth execution of real estate transactions. In this role you will be working closely with the COO and be responsible for managing the administrative aspects of the transaction process, assisting sales representatives and clients, and ensuring compliance with all relevant regulations and company policies. The position requires an organized individual with attention to detail, and the ability to focus on tasks for extended periods of time. You must be an analytical thinker, strategic problem solver and self-motivated, while also being able to take direction, work independently, and communicate clearly.

THE OPPORTUNITY

We are a leading commercial real estate brokerage in Ontario, specializing in commercial real estate. Whitney & Company is locally owned and operated, with a connected real estate team that values communication and works hard to deliver top results.

We believe in people development, by positioning our employees for growth. We want to help you enhance, highlight and expand upon what you already do best. We offer flexibility and encourage employees to pursue interests to achieve a healthy work-life balance. We offer a competitive salary and a comprehensive benefit package. This is a great opportunity to work directly with, and learn from, top award-winning sales representatives in the commercial real estate industry and have fun while doing it. We're a very social and love to get together and celebrate the team environment that is WHITNEY.

KEY ACCOUNTABILITIES

- Assist sales representatives and COO in managing real estate transactions from start to finish
- Assist with A/R and A/P by processing invoices, verifying expenses, and ensuring timely payments
- Maintain and organize transaction files, databases and reports, ensuring all necessary documents are complete and accurate
- Generate reports and summaries as needed for COO
- Assist with preparing documents such as trade records, term sheets, offers, schedules, status reports, referral agreements, listings, etc.
- Coordinate with clients, lawyers and other parties to ensure timely completion of transactions
- Ensure that all transactions adhere to local, provincial, and federal regulations and company policies
- Respond promptly to client inquiries and requests for information
- Maintain accurate and up-to-date records in our CRM system
- Arrange for the transfer of funds and documents between parties
- Assist with typing, filing, photocopying, binding and misc. office responsibilities
- Manage appointments, meetings and conference calls
- Assist with miscellaneous duties as assigned

QUALIFICATIONS

The ideal candidate will possess the following knowledge, experience, skills and attributes:

- 3+ years' experience in a professional office, ideally gained in the real estate sector
- Previous experience in a transaction coordination role is preferred
- Experience with handling accounts payable and accounts receivable is a plus
- Excellent organizational and time-management skills
- Able to understand priorities, meet tight deadlines and juggle multiple competing tasks
- Attention to detail and a commitment to accuracy
- Proficiency in Microsoft Office and CRM software
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Must have a vehicle and valid G driver's license

EDUCATION AND EXPERIENCE

- A high school diploma or equivalent is required, having a Bachelor's Degree is a plus

DON'T MEET EVERY CRITERIA? APPLY ANYWAY!

We value diversity and recognize that not every candidate may meet every listed criteria. If you are enthusiastic about the role and believe you can contribute to our team, we encourage you to apply. We are committed to considering all qualified applicants.

SALARY RANGE

\$50,000 – \$70,000 annually + company paid comprehensive benefits

If you think you could be a fit with our culture and would like the opportunity to take this role to the next level, we would love the opportunity to interview you!

HOW TO APPLY

Please email your resume, or any questions regarding this opportunity to careers@whitneyre.com, **Attention: Alisha Morel**

WHITNEY & Company Realty Limited is an Equal Opportunity Employer and is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may email us at info@whitneyre.com.