

An aerial photograph of a long wooden pier extending from a sandy beach into the ocean. The pier has a building at the beach end and a platform at the end. The water is a deep green color, and the beach is light brown. The sky is not visible.

WE'RE HIRING

JOB OPENING: TRANSACTION COORDINATOR

We are growing and looking to assist our agents with the start to finish closing process.

Nest's Transaction Coordinator will work within our Nest platform to provide the most superb in-house agent support offered in our area. Working directly with our team of amazing brokers, you will be a major cog in our wheel by helping provide the best customer service experience.



HELLO, WE'RE NEST REALTY.

We're a different kind of real estate brokerage with offices in 11 markets and 4 states. Our difference is born from our belief that buying and selling a home is one of the most important decisions our clients will ever make.

This belief guides us to measure success by something more than the number of yard signs we plant, how many brokers we hire, or the awards we win. For us, true success comes from helping people move easily and joyfully into the next chapter of their lives.

So 'the process' of buying and selling real estate becomes one that's happy, exhilarating, and fun. And well worth sharing.

AWARDS ARE NICE. HELPING PEOPLE IS BETTER.

Unlike most real estate firms, we don't hire every broker that walks through the door. Quite the contrary. Every Nest broker is a full-time professional with a singular focus of providing an amazing real estate experience for every one of our buyers and sellers.

The result is a company built on the excellence and commitment of an accomplished team of brokers - Award Winners, Top Producers, and MBAs - whose ultimate reward comes from the satisfaction they get from happy clients.

THE NEST BUSINESS MODEL / WHO WE ARE

At Nest, we see ourselves as a true partner for each of our agents by offering operational, branding, technology, strategic, design, and marketing support. Nest offers much more than templated systems, out-of-the-box technology, and watered-down marketing programs.

We provide a locally-focused, customized, and personalized service that we blend with a best-in-class marketing platform to provide a backbone to our agents.

Think of Nest as a combination of an integrated creative agency, operations team, and strategic partner to support and help our agents grow. And we do this all efficiently with a local flair that helps every Nester shine.

THE OVERVIEW

The transaction coordinator will oversee all administrative details throughout the contract process, freeing agents to focus on building client relationships and advancing their business. Our Transaction Coordinator needs to be someone equipped with great character and integrity since they will serve as the first point of contact for all parties involved, ensuring a smooth path to closing. From document preparation to deadline tracking to requesting inspections, your goal is to make life easier for agents and clients every step of the way. You will also work hand in hand with local lenders and attorneys, bringing extensive experience and being able to anticipate agent's needs so they can ultimately have the best and stress free experience.

Here's an initial rundown of the tasks and responsibilities of our Transaction Coordinator:

- Ultra Reliable from 8:30-5:30 and occasionally in between.
- Understand our arsenal of tools and services available.
- Document tracking for large volume of real estate transactions
- Ensure real estate contracts are processed properly and in a timely matter, with a focus on the details
- Listing Input
- Managing and tracking contract deadlines to ensure all timelines are met
- Scheduling Inspections and gathering invoices for closing
- Responsible for ensuring agents are paid accurate commissions
- Ability to digest detailed contracts and make informed decisions based on content
- Creating marketing collateral

THE DETAILS

Our Transaction Coordinator will work closely with our entire team to ensure that we are providing our current Brokers and clients with the highest level of support and service.

You must:

- Understand that providing the highest level of support to our Brokers is vital to our short and long-term success
- Be meticulous in following company procedures with regards to processing documents and contracts
- Stay on task and meet targets and goals
- Care deeply about the details and understand that we are continually looking to get better
- Serve as a steward for our brand, speaking your mind, and putting your foot down to protect it when necessary
- Check your ego at the door. At Nest, it's about the work, not the job title. This is a team sport.
- Understand that we operate as a start up and there are scenarios where we need you to work outside of your standard scope to help our team with certain tasks

THE SKILLS

Required Proficiencies:

- Strong verbal, written, and interpersonal communication skills
- 2+ years of transaction / closings coordination
- Customer Service oriented personally
- Impeccable attention to detail and problem solving skills
- Highly organized with an eye for detail
- Tech-savvy and able to navigate new software programs
- Thorough understanding of MLS input
- High transaction environment or team environment
- Flexibility and multi-tasking: you must be able to toggle between tasks as needed
- High energy and a positive attitude
- Proven track record of multi-tasking
- Contract processing experience

Bonus (but not required):

- Real Estate license

HOW TO APPLY

To apply for this Wilmington-based position, please send the following required items to ryan@nestrealty.com:

1. Your resume and a brief cover letter in PDF format
2. Your salary requirements

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. THESE TWO ITEMS ARE A REQUIREMENT TO BE CONSIDERED.

If you're feeling up to it, go ahead and be creative and send us whatever you want to show us that you're awesome and that you're the right person for this position.

Compensation is commensurate with experience.

This position is full-time and based in our Wilmington, NC office. Sorry, we will not consider anyone working 'virtually.' You gotta be here...plus we're fun to be around and Wilmington is a pretty sweet place to live.

This job will require some responsibilities after 'normal' business hours. (Are there normal business hours anymore?) The vast majority of the time spent working will be weekdays from 8:30-5:30. However, please understand you have to be extremely reliable.

Confidentiality is ensured.

We can't wait to hear from you!