

# Transaction & Operations Coordinator

**Department:** Pat McKenna Realtors

**Location:** Marlton, NJ (In-Person)

**Employment Type:** Full-Time

**Industry:** Real Estate

## Overview

Pat McKenna Realtors is seeking a highly organized and detail-oriented Transaction Coordinator / Administrative Assistant to support our growing real estate team from our Marlton office. This role is responsible for managing administrative tasks, coordinating real estate transactions, and ensuring smooth communication between agents, clients, and vendors throughout the buying and selling process. The ideal candidate thrives in a fast-paced environment, possesses exceptional communication skills, and can effectively manage multiple priorities while maintaining accuracy and professionalism.

## Key Responsibilities

### *Transaction Coordination*

- Prepare and create real estate contracts, addendums, and related transaction documents.
- Manage transactions from contract to closing, ensuring all deadlines and milestones are met.
- Review documentation for accuracy and completeness before submission.
- Maintain organized digital and physical transaction files in accordance with company procedures.

### *Scheduling & Vendor Coordination*

- Schedule property photography, inspections, appraisals, and other vendor services.
- Coordinate appointments between clients, agents, attorneys, lenders, inspectors, and title companies.
- Monitor transaction timelines and proactively follow up to ensure tasks are completed on schedule.

### *Administrative Support*

- Provide administrative support to agents and leadership as needed.

- Maintain accurate records and update company systems and databases.
- Assist with office operations and daily administrative functions.
- Manage incoming communications and direct inquiries appropriately.

### *Client & Team Communication*

- Serve as a primary point of contact for clients throughout the transaction process.
- Communicate professionally and effectively with buyers, sellers, agents, vendors, and industry partners.
- Provide regular updates regarding transaction status and outstanding items.
- Deliver a high level of customer service and professionalism in every interaction.

## **Qualifications**

### *Required Skills & Experience*

- Strong communication skills, both written and verbal.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple transactions and deadlines simultaneously.
- Strong problem-solving abilities and proactive follow-up skills.
- Professional demeanor and customer-service mindset.
- Ability to work efficiently in a fast-paced office environment.
- Proficiency with computers, Microsoft Office, Google Workspace, and CRM/database systems.
- Ability to work independently while collaborating effectively with a team.

### *Preferred Qualifications*

- Previous experience in real estate administration, transaction coordination, title, mortgage, or a related field.
- Familiarity with real estate contracts, disclosures, and transaction processes.
- Experience using MLS systems and real estate transaction management software.
- New Jersey real estate industry experience is a plus.

**Please send all resumes to [sales@patmckennarealtors.com](mailto:sales@patmckennarealtors.com)**