

## Contract Coordinator

Sposen Homes fosters an environment of energy, growth, and learning. Your contribution plays a key role in this branch location's success. You will become a contributing part of a successful company with obligations to our asset manager partners, agents, clients, and superiors.

### Job Summary

To maintain, oversee, manage, and communicate all critical dates from sales to lenders. Provide all necessary communication and support to independent contractors, asset managers and staff. Report and communicate to asset managers, independent contractors, clients, lenders, Title and management, to ensure that no dates fail to be communicated while promoting overall asset manager and client satisfaction.

### Duties and Responsibilities:

- Manage and oversee all incoming contracts critical dates with lenders and internal teams.
- Convey and follow up with clients and lenders, set up and coordinate with Title on funding dates.
- Return all emails/voicemails regarding lender document arrivals with internal permitting dept and sales department.
- Follow up daily with asset managers to ensure contracts are returned within specific deadlines for overall acceptance.
- Audit final executed contracts to confirm all requirements are met.
- Set all relevant deadlines in Critical Dates Closing Calendar.
- Follow up with asset managers to confirm receipt of final contracts.
- Provide weekly log of all contracts dates when deposits, documents and disclosures needed.
- Accommodating asset managers as to the services provided to enable effective Contract Coordination.
- Maintain confidentiality on all contracts.
- Maintain organization for all contracts and appendices providing only copies of any originals to parties related to the transaction as needed (scanned or otherwise).
- Maintain a condition of full compliance for each transaction or listing files complete with any and all documentation required by the broker.

### Knowledge, Skills and Abilities:

- Ability to effectively communicate needs to, and follow up with, asset managers and independent contractors.
- Ability to establish a relationship of mutual respect and productivity within the branch office location.
- Knowledge of effective office procedures and methods including telephone communications, office systems, and record keeping.
- Ability to establish priorities, work independently, and proceed with objectives without supervision. TIME MANAGEMENT!
- Ability to handle and resolve recurring problems.

- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.
- Skill to use a personal computer and various software packages (including Microsoft Office Suite, local MLS programs, etc.)
- Ability to become proficient in Real Estate and Construction software programs.

Credentials and Experience:

- 2 years related experience or
- Working knowledge of real estate transactions specifically new construction loans

Special Requirements:

- Willing to work overtime on occasion.
- Holidays, and weekends as requested by Branch/Broker Manager