

TRANSACTION MANAGER – LAND TEAM

POSITION DESCRIPTION:

The Transaction Manager works directly with three brokers who focus on the sale of multifamily and mixed-use land. This brokerage team has been ranked as the #1 land brokerage team in Colorado for the past two years. This position manages multiple real estate transactions, including everything from preparing information for listings through coordinating final closing of the sale.

POSITION RESPONSIBILITIES:

- Coordinates with the brokers, clients and marketing team for all offerings, proposals and marketing materials
- Writes text for proposals, offering memoranda and brochures
- Abstracts purchase agreements and other legal documents
- Maintains superior quality and absolute 100% accuracy
- Coordinates buyer's due diligence and closing processing including assembling due diligence documents from seller and distributing to buyer
- Documents all deliveries, tracking critical dates, conducting property showings and coordinating site visits
- Supervises financial analysis
- Calculates sales value and listing price recommendations
- Conducts site and market tours of each listing
- Participates in presentations to clients and the public
- Acts as a liaison between buyer and seller to coordinate the processes necessary, prepares contact lists and distributes to all parties, prepares closing file documents and oversees post-closing items.
- Fulfills any extraordinary duties that may occur during due diligence and closing process
- Coordinates production of closing tombstones and press releases
- Assists the brokers in development, coordination and fulfillment of the business plan
- Conducts weekly meetings to focus brokers on all active listings, proposals and leads
- Assists in developing and creating opportunities to achieve broker goals
- Reads, analyzes and interprets business periodicals, professional journals, technical procedures, legal documents and government regulations as necessary

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or higher
- Two to five years of commercial real estate experience in acquisitions, due diligence, appraisal or asset mgmt.
- Knowledge of the Denver Metro area a must; Colorado real estate license a plus
- Excellent verbal and written skills; highly detail-oriented and organized
- Understanding of real estate market dynamics
- Knowledge of the due diligence process
- Knowledge of finance, real estate documents, and market practices
- Exceptionally strong interpersonal skills and self-confidence for extensive contact with clients
- Proficient in Microsoft Office Suite, including Word, Excel and PowerPoint
- Conceptual thinker with good analytic and creative problem-solving skills
- Knowledge of the multifamily and multifamily land real estate market a plus

For more information on this position, email Jessica Graham at graham@aranemark.com.