



Company: Tarragon L.L.C.
Position: Transaction Coordinator/Assistant
Reports To: Director of Acquisitions
Classification: Exempt
Position Location: Walla Walla, Washington

POSITION SUMMARY:

The Transaction Coordinator/Assistant will work with the Transactions Team to support the operations and execution of transaction activities including acquisitions, dispositions & leasing. Job duties include setting up files, file management, drafting transaction documents, reviewing documents for accuracy, maintaining and establishing prospecting processes, setting calendars, tracking deadlines, transaction summarizing, assisting director and coordination with financing team.

Tarragon is seeking to grow the Transaction Team with a Transaction Coordinator/Assistant who has real estate experience. The ideal candidate has a is highly organized and self-motivated. Someone that will ensure that the contract-to-close process is handled efficiently and accurately. Someone who is willing to wear multiple hats and operate on different levels of the team.

POSITION RESPONSIBILITIES AND DUTIES:

Responsibilities include all administrative stages of a transaction process, from property research to escrow, closing and leasing. To support, organize and enhance the deal prospecting and transaction process across multiple asset types within the portfolio including land, single-family, industrial, multi-family and commercial. Initial responsibilities will be focused on the clerical aspects of transactions with the potential opportunity to grow within the organization.

The Transaction Coordinator/Assistant job responsibilities shall include assisting with the following:

- Maintain and organize transaction team databases including leads, tracking logs and pipelines.
- Contract, document, and information package preparation.
- Build, implement, and manage all systems for properties of interest, deal prospecting, lead generation, database management, information management, and transactional support.
- Oversee all contracts through closing, help team with tracking and meeting deadlines.
- Create and maintain transaction process guidelines that documents all systems and standards.
- Help transaction team with various tasks to enhance productivity including data entry, document drafting, filing & file management, listing input, leasing support, printing & binding, marketing and advertising.
- Gather research information and create market surveys by adding property information, maps and pictures from CoStar and other resources.
- Assist in communication with development, finance, asset and property management.
- Provide direct assistance to the Director and perform other tasks as assigned.



REQUIRED EXPERIENCE AND ABILITIES:

A successful candidate will possess the following experience and attributes:

- Position requires minimum high school graduate/ some college related work experience preferred, including real estate investment, development, financing, or contracts.
- Must be a self-motivated and team-oriented individual with strong verbal and written communication skills and possess the ability to effectively communicate with internal and external stakeholders.
- Must be detail-oriented and possess a strong working knowledge of Microsoft Office Products (Word, Excel, PowerPoint, Outlook, and MS Project), Adobe products. Prior experience with Yardi Project Management is a plus.
- Ability to prioritize tasks, work on multiple assignments simultaneously, and manage changing dynamics in a team environment.
- Must be resourceful and have a strong commitment toward ensuring accuracy in own work product and the work product of others.

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to jobs@tarragon.com:

- Resume
- Cover letter

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.

Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.