

Whose Job is It?

Transaction Coordinator or Assistant?

Trouble drawing the line between the role of a transaction coordinator and that of the real estate assistant?

Here's a general guide to help break it down.*

ASSISTANT

- Administrative tasks
- General office support
- Database management
- Social media management
- Marketing
- Phone reception
- Listings/yard signs/lockboxes
- Open house assistance

OUTSOURCED TRANSACTION COORDINATOR

- Coordinate systems-based transaction, contract to close
- Manage compliance
- Prepare closings
- Manage deadlines
- Manage documents
- Handle client communication
- Keep all parties updated/on track

IN-HOUSE TRANSACTION COORDINATOR

- Coordinate systems-based transaction, contract to close
- Manage compliance
- Prepare closings
- Copy files
- Manage social media
- Enter data
- Coordinate listings
- Run in-person closings
- Staff front-desk reception
- Manage deadlines
- Manage documents
- Handle client communication
- Keep all parties updated/on track

***NOTE:** Some duties and responsibilities will differ office to office, especially between assistants and in-house transaction coordinators.