



Pacific Lifestyle
HOMES, INC.

Transaction Coordinator

Pacific Lifestyle Homes-- a growing Pacific Northwest homebuilder-- seeks a skilled, professional **Transaction Coordinator**. This position is responsible for facilitating communication and documentation between sales transaction stakeholders including: the Company, Lenders, Real Estate Agents, Escrow Officers and Customers. Successful coordinators have the ability to efficiently and effectively handle multiple priorities while meeting deadlines and maintaining accuracy. We are looking for a team member who is energetic, results-oriented, resourceful and organized. This opportunity is open due to continued growth.

PLH offers a competitive compensation package including benefits; the Transaction Coordinator position is eligible for profit sharing. Our offices are located in beautiful **Vancouver, WA close to I-205**.

An ideal candidate enjoys a challenge and thrives on making positive contributions to Company goals while exemplifying our core values including: **Integrity, Respect, Teamwork, Accountability, Candor and Humility**. Our Company culture is team-oriented, supportive and customer-centered. PLH employees take great pride in their work and have a genuine enthusiasm for seeing customers' dreams realized.

To learn more, please see our website: www.pacificlifestylehomes.com

For additional information about **PLH's Company Culture**, we invite you to view the video at the following link: <https://youtu.be/2sNbXsz8D8c>

Responsibilities include:

- Ensure purchase agreements and change requests are executed accurately and completed within timeframes.
- Review and "sign off" on each escrow file; verify compliance, signatures and inclusion of all required documentation.
- Coordinate transaction activities to meet timeframes.
- Maintain accurate customer job files and related documentation.
- Contribute to continuous process improvement.
- Assist with administrative projects as requested.
- Complete quarterly strategic priorities for the position.

Desired Knowledge, Skills, and Abilities:

- 3+ years of applicable administrative experience
- Real estate, prior transaction coordinator, lending, mortgage industry and/or real estate sales experience is preferred but not required
- High school education or equivalent with applicable experience; additional education is a plus
- Ability to organize, coordinate, multi-task and complete work accurately while meeting deadlines
- Effective verbal and written communication skills
- Ability to influence others; assertive, confident and professional
- Demonstrated ability to work well as part of a team
- Develops and maintains positive business relationships with internal customers and external contacts
- Motivated and results-oriented; eager to take on new challenges
- Flexible and adaptable to change
- Responsible with strong work ethic, integrity, and reliability
- Continuous learner; demonstrates desire and ability to gain knowledge; open to coaching and continuous improvement
- Capable in use of computer software to include Word, Outlook, and CRM's; familiarity with Excel spreadsheets

Reference check, background/credit check and a pre-employment drug screen may be required as part of our hiring process.

For consideration, please forward:

- 1) A completed **Career History Form (Application)** found at the following link: <https://ts.tgsnapshot.com/signup.cfm?DL=5412>

Please note—to be considered, the Career History Form must be completed.

2) **Upload your résumé and cover letter**

If you have questions about the application process, inquire via email with our recruiter at: TC@TJandassociates.com

We are proud to be an Equal Opportunity Employer.