



Job Title:	Transaction Coordinator	Location:	Mount Vernon, WA
Hourly:	50,000 Annual	Position Type:	Full Time; Exempt
Reports To:	Business and Operations Manager	Date Posted:	04.22.2019
		Posting Expires:	05.22.2019

Applications Accepted By:

EMAIL: julie@coachcorral.com Subject Line: Transaction Coordinator	MAIL: Julie Davis Coach Corral, Inc. 3906 Cedardale Mount Vernon, WA 98274
---	---

Job Description

ROLE AND RESPONSIBILITIES

- Processes purchase and sale agreements, factory orders, and loan documents within established deadlines
- Ensures timely procurement of customer deposits and loan funding
- Monitors both home and construction loan timelines; identifies challenges with timeline and seeks solutions
- Processes bank draws, title eliminations and titles within established deadlines
- Transposes hand-written order notes to electronic order forms
- Reviews orders for accuracy and continuity; critically resolves discrepancies when required
- Maintains up to date e-files for reference by various departments
- Orders retail sales materials from manufacturers and ensures adequate supply

QUALIFICATIONS AND EDUCATION REQUIREMENTS

2-year degree or equivalent work experience
Loan processing or finance background preferred

PREFERRED SKILLS

Highly organized
Detail oriented
Punctual
Keyboarding proficiency
Good with numbers
Personable
Ability to work well in a team environment
Ability to multi-task