

Transaction Coordinator

Adams County Housing Authority is seeking a detail-focused individual with experience in the real estate industry to serve as a Development Transaction Coordinator. The ideal candidate will have excellent organizational, problem-solving and communication skills. The fast moving nature of real estate development requires the Transaction Coordinator to have an ability to prioritize responsibilities, moving from task to task quickly and accurately.

This position will be responsible for organizing and maintaining large amounts of information related to the acquisition, financing and/or rehabilitation of a variety of real estate transactions. Working closely with the Director of Development, the Transaction Coordinator will serve as the point-of-contact between the Authority and third-parties involved in the process.

Roles and responsibilities include:

- Maintaining current status and outstanding issues for critical tasks related to all steps of the acquisition, financing and development process
- Coordinating activities such as the execution of confidentiality agreements, arranging property tours, due diligence requests, etc.
- Collection, review and organization of all documents related to development, acquisition, disposition, and financing transactions
- Maintaining files and related records
- Facilitation of procurement activities for third-party consultants and contractors
- Office and field project support as needed
- Administrative support for the Development department

Qualifications:

- Bachelor's Degree in the areas of Business Administration, Finance, Planning or a related field, or equivalent experience
- Two or more years experience supporting transactions in the real estate, finance or legal fields
- Commercial real estate experience preferred, not required

Interested applicants should submit cover letter, resume and salary requirements:

ATTN: Transaction Coordinator Opening

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Email: jobs@achaco.com

ACHA offers an excellent benefit package including participation in the Public Employees Retirement Association (PERA) medical, dental, vision, life, short term and long term disability and 401(k) match. We are an Equal Opportunity Employer.