

Transaction Manager

Denver, CO

MINIMUM KNOWLEDGE, SKILLS & ABILITIES

- Minimum of three years of previous experience in real estate.
- Ability to work a flexible schedule to include weekends, evenings and holidays.
- Candidate should be a self-sufficient individual who can work independently with minimal supervision. Possess strong interpersonal and oral communication skills.
- Ability to multi-task and/or shift focus in a fast-paced and rapidly changing environment. Highly organized individual. Ability to prioritize and balance workload to complete projects in a timely and efficient manner, with strong attention to detail.
- A high energy individual who can balance speed and accuracy. Ability to anticipate upcoming projects and needs of managers. Must possess a positive attitude and demeanor. Must be a team player who deals effectively with co-workers and clients.
- Proven ability comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Effectively write routine reports and correspondence.
- Respond to common inquiries or complaints from clients, co-workers, and/or supervisor.
- Effectively present information to an internal group.
- High school diploma or general education degree (GED) with a minimum of two to four years of related experience and/or training.
- Requires general knowledge of financial terms and accounting principles and calculate simple figures such as percentages.
- Requires intermediate analytical and basic financial / invoicing skills. Intermediate skills with Microsoft Office Suite.

ESSENTIAL DUTIES

Transaction Responsibilities

- Manages all listing and deal files in compliance to Real Estate regulations and facilitates the transfer of financial information to Accounting. Prepares vouchers used to collect the commissions due to ERES.
- Assigns new listing numbers and creates files for all executed listing/commission agreements. Verifies required documents per ERES's policies and Real Estate guidelines by completing the Listing File Checklist.
- Distributes listing renewal information to sales professionals and follows-up to obtain required documents in order to keep listings current.
- Verifies handwritten voucher against the written contract.
- Enters all sales and lease information into the Company's database according to the organization's guidelines and processes
- Assists in obtaining appropriate signatures/approvals and transferring all financial information to Accounting for further processing.
- Maintains property signs inventory. Orders and removes all property signs for the office.
- Creates deal files and verifies required documents per ERES's policies and Real Estate guidelines by completing the Deal File Checklist.
- Completes signage purchase orders, and marketing budget forms. Manages the trust accounts for earnest monies including processing deposits and issuing checks per the respective state's rules and requirements.
- Assists Accounting in the process of collection and invoicing clients as well as, distribution of client's commission payments.
- Assists Accounting in obtaining necessary verifications of various contingencies in order to adhere to the Company's revenue recognition policies

Marketing/Deal Responsibilities

- Manage process of distribution, list updates and activity reporting.
- Process and submit leasing deals and proposals.
- Manage the workflow and approval process for leasing deals.
- Produce lease status reports, as needed.
- Assist teams with preparing and updating client-specific reports.
- Assist teams in creating surveys and reports used to win/maintain business.



- Assist and participate as needed for industry functions or client events.
- Work with appropriate contact to maintain intranet/extranet sites for client and property purposes.
- Utilize Loopnet/Costar as well as other databases to maintain accurate listing/brokerage information.
- Team with marketing in preparing and distributing marketing materials/packages including maps, aerials, team marketing pieces, flyers, and submarket updates, market analyses, etc.
- Assist marketing in preparing market surveys, tour books, proposals, summaries, abstracts and other relevant documents as needed in conjunction with marketing department.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to interact well with the general public and clients in a polite and courteous manner and in accordance with the Company's Code of Conduct.

Ability to stand, kneel, bend, stoop for long periods of time.

Qualified candidates may submit a resume and cover letter to Amy Hopfenspirger, amy.hopfenspirger@energyreco.com.

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

