



Full-Time Real Estate Agent Position

Looking for a rewarding, fast-paced job that is dynamic, people-oriented, and has no limits on your earning potential?

The Story Real Estate Team at KW Palouse is hiring full-time real estate agents to support our growing team. With Idaho being the fastest growing state, we need the assistance of highly-skilled agents to coach and guide buyers through the home buying process and help our clients relocate to and within the area. Our real estate team is the fastest growing team in the area and led by the #1 top producing agent in Latah County.

We are looking to hire one self motivated, team-oriented real estate agent that would like to grow personally while passionately serving our clients at a high level.

We provide training, coaching and mentorship to ensure your success! Our team utilizes world class real estate tools and technology to set the pace in the local market.

This is a commission only job with unlimited earning potential. If you are currently unlicensed but a great candidate, our team can help guide you through the licensing process.

Must be:

- Driven
- Goal-oriented
- Highly accountable
- A team player
- Strong communicator
- Teachable

Please inquire with Courtney Skeen, Director of Development at Story Real Estate at Courtney@StoryRealEstate.com.

Full-Time Transaction Coordinator Position

Looking for a rewarding, fast-paced job that is dynamic, detail-oriented, and anchored by the support of an amazing team?

The Story Real Estate Team at KW Palouse is hiring full-time transaction coordinator to support our growing team.

We are seeking the assistance of a highly-skilled transaction coordinator to facilitate our clients through the contract to closing process and communicate at an extremely high level. Our real estate team is the fastest growing team in the area and led by the #1 top producing agent in Latah County.

The transaction coordinator is responsible for overseeing transactions from start to finish to ensure a smooth and successful sale and an excellent client experience. Our ideal candidate is extremely organized and has superb customer service skills to make customers feel at ease. If you love working with people and thrive in a fast-paced, detail oriented work environment, apply today!

Location

Moscow, ID

Real Estate Transaction Coordinator Responsibilities

- Supervise all administrative duties for home buyer and seller transactions from contract to close
- Aid real estate agents and clientele with paperwork and ensure the completion of all escrow documents, such as appraisals, titles, and mortgage loans
- Ensure inspections are scheduled and assist with negotiating and completing any necessary repairs
- Make sure the buyer's offer and counteroffers get approved by the seller to ensure a smooth real estate sales process
- Check each document to verify it has all the correct signatures and dates so the transaction process goes smoothly
- Arrange for and attend events regarding the closing process, including moving schedules
- Enter client information into the client database system and submit appropriate documentation to the office broker for file compliance and keep track of transaction activity
- Develops systems and processes to continually improve the client experience

Real Estate Transaction Coordinator Qualifications

- High school diploma or GED required, preferably some college experience
- Previous experience in transaction management, transaction coordination, real estate, titles, or mortgages is highly valued but not required
- Must have excellent organizational skills and communication skills
- Driven by a desire to provide excellent customer service and an outstanding client experience
- Team-oriented and growth-minded
- Highly accountable

Real Estate Transaction Coordinator Compensation

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