



**JOB TITLE:** Transaction Coordinator

## **POSITION SUMMARY:**

MIMCO is seeking a **Transaction Coordinator** for overseeing all aspects involved with commercial real estate investment contracts from start to finish, ensuring a smooth and successful transaction on behalf of the owners of properties managed by MIMCO, including but not limited to, property purchases and sales, loan acquisitions, and partnership agreements.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage, track and report on all deal activity of the Acquisitions and Dispositions Department, whether pending, under contract, terminated, or closed.
- Draft and work with legal to finalize a variety of relevant documents, including but not limited to, letters of intent, commercial contracts, addenda, amendments, assignments, terminations, including entity resolution documents, and notices in accordance with contracts.
- Obtain, disseminate, and interpret contracts, leases, title documents and inspection reports.
- Abstract and manage to critical dates in all phases of real estate and entity transactions from contract to close.
- Identify, communicate, and seek solutions to key issues affecting pending contracts.
- Prepare and provide internal settlement worksheets and estimated tax consequences for owners of a transaction to determine whether to participate in a 1031 Exchange, reconcile with title and efficiently request and process funding at closing with or with a 1031 Exchange intermediary and/or lender, and reduce post-closing adjustments with Accounting.
- Coordinate and interface with appropriate resources required within MIMCO and outside of the company, including but not limited to, executives, managers, partners, title companies, lenders, attorneys, brokers, buyers, sellers, property inspectors and surveyors.
- Ensure quality and organization of deliverables to update and maintain affected physical and digital property, loan and partnership files, throughout each transaction and post-closing (property information, property insurance, appraisals, original recorded documents, owner's title policy, etc.).
- Facilitate a smooth transition to the company's Departments of Property Management, Maintenance, Accounting, Leasing and Construction for proper property management post-closing (transfer of leases, property keys, tenant contacts, prorations of rents and property taxes, property restrictions, property exclusives, easement and access agreements, evidence of property insurance, property signage, transfer of warranties, utilities, surveys, property environmental reports, as-builts, service contracts, etc.).

## **JOB REQUIREMENTS AND QUALIFICATIONS:**

The minimum requirements and qualifications for the position of **Transaction Coordinator** include but are not limited to the following:



## MINIMUM EDUCATION -

- Bachelor's degree or equivalent combination of education, certifications and/or experience required;

## MINIMUM EXPERIENCE -

- Minimum of two-years' of work history in an office setting; knowledge of and experience with commercial real estate preferred.

## MINIMUM SKILL REQUIREMENTS -

- Strong ability to multi-task, handling matters with a high degree of efficiency, delicacy and confidentiality, prioritizing work assignments to meet deadlines and the Acquisition and Disposition team's needs and expectations;
- Proficient in computer software tools and products (i.e. Microsoft Office Suite, Yardi Voyager and Adobe Acrobat);
- Very strong written and verbal communication skills in English and basic mathematic skills;
- Highly detail oriented with an eye for proofing documents;
- Excellent customer service and interpersonal skills;
- Self-motivated and proactive with the ability to take initiative while also succeeding in a team environment; Strong desire to learn and grow within role;
- Notary Public or ability to become one.

## PHYSICAL DEMANDS

- Ability to sit most of the time using office equipment and computers but may involve walking or standing for brief periods of time.
- Ability to lift, push and pull a minimum of 20 pounds.
- Ability to climb stairs in an office building throughout the day.

## COMPENSATION AND BENEFITS

The wage for the **Transaction Coordinator** is commensurate with candidate experience and qualifications determined by management of MIMCO. In addition, MIMCO provides the following benefits to eligible employees:

- Health insurance coverage
- Dental insurance coverage
- Vision insurance coverage
- Life Insurance
- Short- and long-term disability plan
- Flexible spending accounts
- Paid Time Off
- Flexible spending account
- Corporate training program to further support/develop Microsoft Office product skills

## COMPANY OVERVIEW



MIMCO was founded in 1972 to provide real estate investment opportunities in El Paso, Texas. With over 45 years of experience in the real estate business, MIMCO's portfolio has grown to include over 325 properties in Texas, New Mexico and Arizona.

With shopping centers ranging in size from 8,000 to 230,000 square feet and office/ warehouse projects from 1,500 to 196,000 square feet, MIMCO currently has over 1,700 tenants many of which have multiple locations with it. Because MIMCO only manages properties in which it has a vested interest, MIMCO takes great pride and extra care to ensure that its properties are well maintained and that its property management team is responsive to its tenants' needs. This strategy has been the key to MIMCO's success, as it keeps its tenants happy and oftentimes leads to new opportunities to work with them again.

MIMCO continues to seek out new opportunities throughout Texas and the Southwest region and looks forward to working with clients on a potential acquisition or helping a future tenant find their next location to lease. Whether a future tenant is nationally recognized or just establishing their first business endeavor, MIMCO's open and responsive approach makes deals happen. If the need is a commercial location, build-to-suit building, or pad site, MIMCO has it – and the right people to deliver it. If you feel you're the right candidate for a position with MIMCO and the right fit to help MIMCO deliver this type of response to its tenants, make the right choice to apply today.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

MIMCO is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, disability or any other protected trait.

#### **COVID-19 CONSIDERATIONS**

MIMCO has implemented measures according to CDC guidelines, including but not limited to: requiring proof of COVID-19 vaccination, requiring face covering, hand sanitizing/washing, and maintaining social distance.