

# Sterling Management, LLC

Position: **Real Estate Transaction Coordinator**  
Function: Acquisitions  
Reports to: Chief Investment Officer  
Type: Full Time  
Location: Fargo, North Dakota  
FLSA Status: Exempt

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Sterling Management, LLC is the Advisor to, and is responsible for, managing the day-to-day affairs of Sterling Multifamily Trust and Sterling Office and Industrial Trust (“Sterling”).

## DESCRIPTION

This position is primarily responsible for coordinating all aspects of Sterling’s acquisition and disposition of properties. The Real Estate Transaction Coordinator will serve as an essential part of the team by conducting or coordinating financial and legal underwriting of potential purchases, conducting or coordinating pre- and post-close activities and facilitating timely closings. This position requires strong interpersonal, analytical, evaluative, written and verbal skills. Strong candidates may have backgrounds in commercial banking, paralegal or real estate brokerage.

## RESPONSIBILITIES AND DUTIES

This role will specialize in transaction management and will have a general understanding of sourcing prospective properties for purchase.

- Establish processes, timelines and checklists to ensure substantive review of due diligence materials and timely closings.
- Lead pre-close due diligence, evaluate due diligence for suitability and / or coordinate with experts to conduct substantive review.
- Work with Title to prepare accurate closing documents, provide Asset Management with post-closing document transfer, filing, and property integration.
- Prepare weekly progress reports and communicate status during regularly scheduled team meetings.
- Create, oversee and maintain property files to ensure required documentation is collected and filed in accordance with company policy.
- Work with stakeholders to secure internal approvals to facilitate closing.
- Engage third party service providers for PCR, Phase I, survey, title, zoning, and related documents.
- Engage appropriate internal or third party service to review PCR, Phase I, survey, title, zoning, and related documents.

- Work on special projects or assignments as requested, including supporting effort to bring older property files into compliance with new filing guidelines.
- Prepare monthly and quarterly board book sections as necessary.
- Lead 1031 and 721 exchanges coordinating with all stakeholders both internal and external.
- Other duties as assigned.

The candidate must rely upon extensive experience and judgment to plan and accomplish goals in a timely manner, including the ability to work under tight deadlines. The candidate must have excellent analytical and problem-solving skills and be knowledgeable in real estate operations and accounting. Leadership, strong written and verbal communication skills, and interpersonal skills are essential to this position for the candidate to work with various levels of management and peers across the business and with various third parties.

### **EDUCATION AND WORK EXPERIENCE**

- Bachelor's degree or higher in Real Estate, Finance, Paralegal, Economics or other business discipline required.
- A minimum of 5 years of work experience with a real estate firm or similar position within an accounting firm, law firm, or title company. Real estate experience preferred.
- Strong technology skills including proficiency with Microsoft Software Applications (Excel, PowerPoint, Word and Outlook).

### **REQUIRED QUALITIES**

- Seasoned ability to multi-task, work under pressure and meet deadlines required, as well as adaptability to deal with urgent and unexpected projects that may arise.
- Pro-active and self-motivated with the ability to keep everyone moving forward to close on time.
- High attention to detail and accuracy.
- Excellent written and oral communication skills, and collaborative team player.
- Seeks challenges and self-development; demonstrates high levels of expertise and shows commitment, self-confidence and integrity.
- Sets thoughtful priorities, accurately performs the work, and see things through to closure.
- Responsible and accountable for your actions.
- Ability to work within a team to achieve group goals; is considerate and aware of others when taking action.
- Ability to work autonomously and manage multiple deadlines independently.
- Experience working in a paperless environment preferred.

### **PHYSICAL REQUIREMENTS**

- Ability to lift up to 30 lbs.
- Ability to travel.
- Valid Driver's license and insurable driving record.
- Requires prolonged sitting with occasional walking, standing, bending, stooping and stretching.

The duties described above are the general nature of work performed. The foregoing description is not intended to be a complete or comprehensive list of all the duties, activities, and responsibilities required. Supervisors or managers may ask the individual to perform other duties as needed and/or required.

Management has the right to revise this position description at any time. The position description is **not** a contract for employment, and either you or the employer may terminate employment at any time and for any reason.

***EOE/AAP/Drug Free Employer***