

## Transaction Coordinator / Junior Broker

### Position Overview

NAI Merin Hunter Codman is seeking a motivated and detail-oriented Transaction Coordinator / Junior Broker to support our senior brokerage team specializing in commercial real estate. This is an excellent opportunity for a real estate professional early in their career who is eager to grow within a dynamic commercial real estate environment. The ideal candidate is highly organized, client-focused, has excellent communication skills, and is entrepreneurial.

### Compensation

- Base Salary: \$50,000 annually
- Commission Upside: Eligible to participate in commission revenue generated from leads sourced and developed by the candidate in collaboration with the senior broker(s).

### Key Responsibilities

#### Transaction & Deal Management

- Manage deal documentation including listing agreements, exclusive sales contracts, Letters of Intent (LOI), commission agreements, invoices, and lease preparation.
- Prepare, process, and track commission invoices on behalf of the senior brokerage team; coordinate with accounting to ensure timely and accurate commission billing upon deal execution and lease commencement.
- Organize senior broker(s) daily and weekly activities, including scheduling and confirming appointments, updating and tracking pipeline and listing activity.
- Track critical dates including lease expirations, option periods, and renewal deadlines.
- Prepare client correspondence including commercial real estate market reports, submarket statistics, peer group surveys, comparable lease and sale transaction data, client presentations, and board packages.
- Prepare monthly Leasing Status client reports for monthly update calls with 3rd party owners.
- Assist in developing and executing marketing plans for specific listings.

#### Property Tours

- Accompany senior broker(s) and independently conduct occasional property tours of commercial properties for prospective tenants and buyers.
- Prepare tour packages, property summaries, and follow-up correspondence to support the leasing and sales process.

#### Administrative & Database Management

- Perform administrative tasks including updating and maintaining tenant and landlord client databases, printing, scanning, and filing documents.
- Serve as a primary point of contact for information requests within the team.
- Maintain and update availability reports, floor plans, and property information for active listings.

- Ad hoc analysis as needed.

### **Business Development & Lead Generation**

- Proactively source new clients through canvassing including cold/warm calling, in-person local and national networking opportunities.
- Leverage lease expiration data and ownership activity to identify and pursue new client opportunities.
- Work closely with senior broker(s) to transition qualified leads into active tenant rep, landlord rep, and sales engagements.
- Carry out special projects and business development initiatives as directed by senior broker(s).

### **Qualifications**

- Active Florida Real Estate License ideal. Candidates willing to pursue licensure will be considered.
- Working or educational knowledge of commercial real estate, brokerage support, or a related field preferred.
- Proficiency in Microsoft Office including Excel and PowerPoint. Will train on CoStar, LoopNet, and other marketing and database platforms.
- Excellent written and verbal communication skills.
- Strong organizational skills and exceptional attention to detail.
- Self-starter with an entrepreneurial mindset and a genuine desire to grow into a full brokerage role.
- Ability to manage multiple priorities in a fast-paced, client-driven environment.

### **About NAI Merin Hunter Codman**

NAI Merin Hunter Codman is one of South Florida's leading commercial real estate firms and the largest firm headquartered in Palm Beach County, Florida, with over three decades of experience advising clients on strategic acquisitions and dispositions and providing landlord representation, tenant representation, property management, construction management, and real estate investment services. The firm manages approximately 4.5 million square feet of commercial real estate across its portfolio and has advised some of the nation's most prestigious institutional and private equity investors since its founding in 1992.