SPERITY REAL ESTATE VENTURES

Transaction Coordinator

Part-Time | Richmond, Virginia | In-Office
15 hours/week with paid overflow | W-2, hourly | $20.00–$24.00 per hour

About Sperity

We're a Richmond commercial real estate brokerage working almost exclusively with small businesses: restaurants, retailers, and small offices. We handle leasing, sales, and the brokerage of food service businesses. Our clients are usually people putting their own money and their own name on the line, often for the first time, and how well we handle their deal matters to them more than it would to a corporate tenant with a real estate department.

We've closed over 300 transactions since 2015. We're small on purpose.

The Role

This is a new position. We've grown to the point where the coordination side of a deal (documents, deadlines, follow-up, closeout) needs someone who owns it rather than someone who helps with it when there's time.

You would own eight areas outright:

Listing launch. Getting new listings live: entered in our CRM, uploaded to CoStar, LoopNet, and Crexi, website feed verified, ad copy written, signage ordered and installed, lockbox placed.

Inquiry intake. Fielding calls and emails from prospective tenants and buyers, providing listing information, screening against the criteria we've set, sending information packages, issuing and chasing NDAs.

Document coordination. Preparing listing agreements, populating agreed terms into leases, routing documents between landlords, tenants, and attorneys, and keeping track of what version is current, who has it, and who owes comments.

Entity verification. Confirming that the business signing a lease is legally registered in Virginia, and working with them when it isn't.

Signatures. Issuing signing packets and owning the follow-up until documents come back executed.

Money. Invoicing, confirming deposits and first month's rent have landed, tracking commissions owed to us, chasing past-due, and handling payments to co-brokers.

Client updates. Assembling a written status update to each client at least every two weeks during an active deal, so they hear from us before they have to ask. When a deal is moving, clients hear from us as it moves; this is the floor for the quiet stretches, not the pace.

Documentation. We have written guides for our systems, and some of them are out of date. Keeping them current is part of the job. As you learn a process, you'll be the person best positioned to see where the guide was wrong or incomplete, and to fix it. As our processes change, the documentation changes with them.

What We're Looking For

Someone who takes ownership rather than waiting for assignments. The reason this job exists is that a handful of steps in our process had no owner, and things slip when no one owns the task. We need someone who notices that a signature hasn't come back on day four and does something about it without being asked.

Beyond that:

- Organized in a way that survives contact with four simultaneous deals
- Comfortable on the phone with people you don't know

– Careful with detail; dates, dollar figures, and versions matter here
– Willing to do the unglamorous half of the job, because most of this job is the unglamorous half
– Able to work in our Richmond office and get to properties in the area

Real estate experience is welcome but not required. Commercial leasing is learnable and we will teach it. What we can't teach is conscientiousness.

No license required. This is an administrative role, not an agent role. You won't be prospecting, negotiating, or carrying sales targets. If you eventually want a license, we're open to that conversation, but nothing about this job depends on it.

Terms

Hours. 15 per week to start, scheduled across five days rather than concentrated into two. The work arrives in small pieces and needs daily attention. Overflow hours are authorized and paid when a deal demands them.

Pay. $20.00–$24.00 per hour, W-2. Not commission-based. Where you start in that range depends on relevant experience and how quickly you can take ownership of the areas above.

Growth. Hours grow with two things: our deal volume, and the operational work that sits alongside it, including documentation and marketing execution. We'll review actual hours worked at six months and adjust the position to match reality.

Location. In-office in Richmond, with occasional travel to properties in the metro area.

A note on the hours. This is a real part-time job, not a full-time job waiting to happen. If you're looking for 15 hours a week that need daily attention and won't grow into 40, this is that. If you need full-time income now, this position will not get you there, and we would rather say so up front.

Your First 90 Days

We'll bring you into the work in stages rather than handing you everything at once.

Weeks 1–4. Listing launch: getting properties live on our platforms, signage, lockboxes, scheduling. Clear right answers, cheap mistakes, and you'll be useful in week one.

Weeks 5–8. Inquiry intake and screening, entity verification, document routing.

Weeks 9–12. Signature follow-up, tracking money in and out, and keeping document versions straight across multiple active deals.

At six months we'll look at what the job actually turned out to be, including hours, and adjust.

To Apply

Send a resume and a short note about a time you owned something start to finish, what it was and what you did when it stalled, to **nathan@sperityventures.com**.

We do not ask about salary history and won't ask you what you've earned previously.
