

Pardee Homes – Las Vegas – Closing Coordinator

Are you an enthusiastic individual that thrives in a high volume, fast pace, team environment? If so, we are absolutely looking for you to join our exclusive team. Pardee Homes is looking for another superstar performer to join our talented group of individuals. We have an infectious company culture where accountability, top performance and teamwork are valued and recognized. If you have a proven record of work excellence, superior customer service and teamwork skills with a great attitude, you are encouraged to apply!

Pardee Homes is Las Vegas' longest continuously-building homebuilder with over 64 years in this market. We are a high-performing, highly collaborative team and we are redefining our business in innovative and unexpected ways. And that takes all of us. Every day.

Our employee satisfaction has been built on a foundation of strong ethics and integrity, supported by our commitment to a great work/life balance. If you're looking to learn from a successful, progressive company, consider Pardee Homes.

Description

The successful candidate for the Closing Coordinator position will be an expert at coordinating and communicating with related departments within Pardee Homes to expedite escrow closings in a professional and courteous manner. They will be providing support to our Sales Team as well as the Lender and Escrow Services by efficiently amending terms, providing status and monitoring buyer and third-party compliance.

The candidate will be responsible for accuracy and completeness of all Purchase Agreements. Therefore, you should have a strong eye for detail and be able to stay focused in a busy, multi-tasking style environment. They should be able to be flexible and cool-headed in a strong and professional team with shifting priorities and changing deadlines. Professionalism and strong communication skills will make for a successful and happy employee here at Pardee Homes.

Skills:

- Excellent working knowledge of Microsoft Word and Excel
- Accurate typing and word processing
- Excellent written and verbal communication
- Ability to multi-task and prioritize a must
- 2 years' experience in transaction/escrow coordination
- Transaction Coordination or Escrow Language
- College degree preferred but not required.

New Home Builder experience preferred.

Pardee Homes offers a comprehensive, competitive salary & benefits package to help our employees and their families build a secure financial future, protect against financial loss and stay healthy & happy too.

This position is located in Las Vegas.

Pardee Homes is an equal opportunity employer. We are committed to taking affirmative action to employ and advance in employment women, minorities, qualified individuals with disabilities and protected veterans.

Qualified candidates should email their resume to Michele.Bounds@pardeehomes.com