

## **Job Description**

### **Formal Position Title**

Acquisition Coordinator

### **Employment Type**

At will

### **Exempt or Non-Exempt Under the Fair Labor Standards Act**

Non-exempt

### **Full-Time or Part-Time**

Full-time

### **Pay**

\$17 per hour

### **Benefits**

Paid time off

Medical insurance

Dental insurance

Vision Insurance

401K

### **Location**

Most functions of the Acquisition Coordinator position will take place at the Braden Group office in Oklahoma City, in the greater Oklahoma City metro, and surrounding areas.

### **Work-Related Travel**

The Acquisition Coordinator will be expected to travel within the greater Oklahoma City metro area and surrounding areas using the company car or a personal car.

### **Work-Related Travel Duration and Frequency**

The Acquisition Coordinator position requires some travel during working hours by car. Required travel time for this position will fall between zero (0) and sixteen (16) hours per week. Usually, the Acquisition Coordinator will travel zero (0) to four (4) times per week for one (1) to four (4) hours at a time.

### **Hours of Work**

Hours of work for this position will be Monday through Friday for an 8-hour period generally between 7:00 AM and 6:00 PM, to be selected by the Acquisition Coordinator. The Acquisition Coordinator will be expected to come in for the same 8-hour period each work day, and all schedule changes thereafter must be submitted in writing to a supervisor and approved.

**Reports To**

The Acquisition Coordinator will report to the Acquisitions Manager.

**Oversees**

The Acquisition Coordinator will not oversee other positions.

**Key Working Relationships**

The Acquisition Coordinator will work most closely with the acquisitions team, clients, the Client Services Manager, the Director of Administration, and the CEO. The Acquisition Coordinator will work with all positions within the company from time to time.

**Job Overview**

The Acquisition Coordinator will provide sales, logistic, administrative, and other general office services in order to increase the success of the company as a whole. A successful Acquisition Coordinator will perform the duties and responsibilities described here in a manner that is efficient, accurate, and professional. The Acquisition Coordinator will work within the Administrative department in the Acquisitions Division.

**Duties and Responsibilities**

- Facilitate correspondence between property buyers, sellers, agents, title companies, banks, staff, and other such persons
- Assist, plan, and coordinate closings with involved parties
- Attend closings using personal or Company cars
- Notify clients about assignable property contracts available for purchase through Company
- Answer and make sales calls
- Follow up with sales leads
- Collect sales lead information using Company tools, software, and other resources
- Qualify sales leads
- Coordinate appointments with sellers, agents, and acquisitions team members
- Clock in and out on software used by company for time tracking
- Collect and enter data into spreadsheets
- Make copies and scans of documents
- Create, handle, and transport company documentation
- Upload both confidential and non-confidential pictures and documents to company software
- Handle and file both confidential and non-confidential documents
- Maintain physical and online records as specified by assigned tasks, supervisor, and/or Company policy
- Perform general office duties, such as creating or maintaining documentation, cleaning and tidying common areas, and organizing inventory
- Attend meetings
- Answer work-related correspondence
- Complete any other tasks assigned to this position by Company

- Cover other roles within the office as needed

**Preferred Skills**

- Excellent typing skills
- Good computer skills
- Experience with Microsoft Word or Google Docs
- Experience with Microsoft Excel or Google Sheets
- Ability to use Google Workspace tools and software for work-related functions
  - *Note: This includes Gmail, Drive, Calendar, Hangouts, Docs, Sheets, and Slides*
- Excellent ability to prioritize
- Excellent time management and organizational skills
- Excellent written and verbal communication skills
- Excellent teamwork and interpersonal skills
- Professional attitude
- Excellent attention to detail

**Qualifications and Requirements**

- Valid driver's license
- Clean background check
- Clean driving record for the past 2 years
- 21 years of age or older
- Insurable under Company's car insurance policy
- Must be reachable by personal cell phone during business hours
- Must be fluent in English

I acknowledge that I have received and read the job description for the Acquisition Coordinator position at Redneck Investments, LLC (d/b/a Braden Group).

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Employee Printed Name Employee Position/Title

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Employee Signature Date

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Witness Printed Name Witness Position/Title

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Witness Signature Date