



The McCaffrey Group is a family-owned company, founded over 45 years ago. Having built more than 10,000 homes in the San Joaquin Valley, McCaffrey Homes has earned the trust and respect of homeowners year after year. Our company has been honored with many of the building industries and the community's highest awards, including the induction of co-founders into the prestigious California Homebuilding Foundation Hall of Fame. "Built for a Lifetime" means more than quality homes built to last. It's about a tradition of pride, craftsmanship, and the idea of "home".

We are hiring an Escrow Coordinator for McCaffrey Homes to perform a variety of clerical duties. This is a great opportunity for an individual with Real Estate experience in sales, lending, escrow, or administration. The Escrow Coordinator is the liaison between the sales team, construction superintendents, escrow and lending companies. The primary function is the administrator of the Contract Documents, Lot File, and to manage the communication between the various departments to ensure a successful and timely close of escrow. The ideal candidate will be adaptable in a fast-paced environment, inherently possess a positive, gracious and friendly attitude, possess strong problem solving skills and have a strong attention to detail.

Duties and Responsibilities Include:

- Daily interaction with Sales, Construction, Escrow, and Lending
- Prepare reports for weekly department meetings
- Quality Control of Real Estate Contract Documents
- Communicate and coordinate effectively across various departments and companies
- Set up files for Sales, maintaining and communicating critical information to all departments
- Data Entry
- Maintain accurate records and filing system
- Projects and tasks as assigned by Vice President of Sales and Vice President of Marketing
- Update and track Escrow Reports for maintaining accurate data ongoing for open escrows
- Cross-training amongst administrative team for back-up support.
- Follow company process accurately and efficiently, team player

Requirements:

- One to three years related work experience preferred
- High school diploma or GED required
- Intermediate skills in Microsoft Word, Excel, and Outlook
- Strong interpersonal, organization, verbal and written communication skills
- Ability to self-manage time and offer accurate and timely feedback
- Works well under deadlines and is capable of handling multiple tasks with simultaneous deadlines
- Analytical and organizational skills