We're Hiring | TRANSACTION MANAGER

Commercial Real Estate Brokerage | North Dallas

Hudson Peters Commercial is an established boutique commercial real estate brokerage distinguished by long-term client relationships and the trust our clients place in us. They count on our judgment, personal attention, and commitment to their success. Working here means direct access to the principals, autonomy to take ownership, and the opportunity to see your ideas put into action.

We're seeking an ambitious, creative, and organized Transaction Manager to lead day-to-day brokerage coordination and serve as our in-house marketing resource. The role blends design, marketing strategy, transaction management, and operations. We value initiative, sound judgment, and the same commitment to client service on which our reputation is built.

WHAT YOU WOULD DO

- **Marketing Strategy:** Work directly with brokers to develop marketing plans, identify target audiences, and reach prospective buyers and tenants.
- **Marketing & Design:** Create and design property brochures, presentations, email campaigns, and other marketing materials.
- **Listings & Digital Marketing:** Manage property listings, marketing campaigns, website content, and our online presence.
- **Transaction Management:** Coordinate contracts, leases, transaction documents, deadlines, deal files, and commission tracking.
- **Broker Support & Operations:** Assist with property research, tours, proposals, and client projects while keeping office systems and daily operations organized.

WHAT WE'RE LOOKING FOR

- An ambitious self-starter who takes ownership, anticipates needs, and follows through.
- A creative thinker with strong design, writing, communication, and technology skills.
- A detail-oriented problem solver who can manage multiple priorities and keep projects moving.
- Someone who enjoys working with an entrepreneurial team, takes pride in excellent work, and looks for ways to improve how we serve our clients.
- Experience in commercial real estate, transaction coordination, or a related professional environment is preferred.

Interested? Please send a resume and a short note about your background to:

Hudson@HudsonPeters.com

Tom@HudsonPeters.com

Hudson Peters Commercial is an equal opportunity employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.