

JOB DESCRIPTION

Job Title:	General Manager – Reliant Title
Reports to:	SVP & General Counsel
Direct Reports:	Director of Closing Operations; Additional support positions in future as growth requires
Date Prepared:	July 2020
Job Summary	Title office General Manager will provide general management duties for a full-service title and escrow team at Reliant Title & Closing Services, LLC, a subsidiary of The St. Joe Company.
Essential Functions	<ol style="list-style-type: none"> 1. Initial and ongoing recruitment, development and management of team. 2. Provide day to day office management and leadership. 3. Responsible for organizing and establishing office procedures for a start-up operation, in collaboration with management. 4. Decision making with regards to office selections to include hardware, software, furniture, etc. 5. Track and analyze financials related to the business and provide reports for analysis. 6. Establishment of financial goals and growth opportunities. 7. Responsible for overseeing initial set up of marketing plan and growth for title company. 8. Liaison with outside parties, vendors, etc. 9. Assist in setup and provide management oversight/approval of disbursement process. 10. Assist with working with internal and external customers to manage all aspects of sale, resale, and financing transactions. 11. Assist with real estate closing process including compliance with real estate contracts, lender instructions, title requirements, and other conditions. 12. Assist with routine residential and commercial resale, refinance, or builder transactions. 13. Review and understand real estate conveyance documents. 14. Review title insurance commitments and related documents. 15. Collaborate with lenders, real estate agents, lawyers and other company offices on transactional issues encountered on specific transactions. 16. Deposit escrow funds, prepare disbursements and balance all escrow related accounts. 17. Assist with maintaining closing files.
Education and Experience	<ul style="list-style-type: none"> • Bachelor’s Degree or equivalent professional experience required. • A minimum of 3-5 years of real estate transactional experience with residential and commercial closings preferred. • Florida Licensed Title Agent for minimum of 5 years preferred but not required. • Experience in management of staff, operations, team leadership experience preferred. • Florida Notary Public preferred.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Knowledge of the TRID CFPB rules and regulations is required. • SoftPro or other closing software experience a plus. • Must have a good understanding of Florida real estate closing procedures. • High level of proficiency using Microsoft Word and Excel. • Outstanding organizational, interpersonal and administrative skills with a positive, energetic, flexible and customer service-oriented attitude. • The ability to proactively address and resolve issues heading into a real estate closing. • Excellent written and verbal communication skills. • Strong analytical and problem-solving skills. • Must be self-motivated and able to meet deadlines under pressure. • Must be able to organize and prioritize tasks. • Must be able to read, understand and carry out verbal and written instructions.

	<ul style="list-style-type: none"> • Must have the ability to work as part of a team, as well as independently. • Must be flexible and able to move from task to task. • Must be comfortable asking for assistance when not able to proceed.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to sit for extended periods of time. • Ability to lift up to 15 lbs.
Working Conditions	Normal office environment, with occasional travel to other office locations.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The Company reserves the right to amend and change responsibilities to meet business and organizational needs.