

JOB DESCRIPTION

Job Title: Closing Assistant

Department: Title

Reports to: Closing Manager

Direct Reports: None

Date Prepared: December 2021

Job Summary	Assist with residential real estate closings for full-service title and escrow team for the in-house title agency of The St. Joe Company.
Essential Functions	<ul style="list-style-type: none">• Communicate with internal and external clients to assist with the real estate closing process while providing the best customer service.• Process tasks necessary to assist Closing Agents including pre-closing and post-closing matters.• Verify wire transfer instructions and assist with disbursements.• Assist in preparing documentation and clearing lender closing requirements.• Assist with in-person and mail-away closings.• Maintain closing files.• Perform any general office functions, as needed.
Education and Experience	<ul style="list-style-type: none">• Real estate transactional experience preferred• Florida Notary Public preferred.
Knowledge, Skills, Abilities	<ul style="list-style-type: none">• Qualia closing software experience a plus.• 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.• Ability to assist with proactively addressing and resolving issues.• Excellent written and verbal communication skills.• Must be self-motivated and able to meet deadlines under pressure.• Must have the ability to work as part of a team, as well as independently.• Good understanding of Florida real estate closing procedures and/or mortgage loan processing preferred.• Strong analytical and problem-solving skills.
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.