

## JOB DESCRIPTION



**Job Title:** Real Estate Closing Assistant  
**Department:** Title Company  
**Reports to:** Managing Attorney  
**Direct Reports:** None  
**Date Prepared:** October, 2020

<b>Job Summary</b>	Assist with residential and commercial real estate closings full-service title and escrow team affiliated with The St. Joe Company.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Process tasks necessary to close residential title transactions, final closing packages, issue title policies and post-closing matters.</li> <li>2. Communicate with realtors, lenders, mortgage brokers and clients to ensure accurate information while providing the best customer service.</li> <li>3. Review and clear liens, judgments and other requirements on title commitments and lender closing instructions for compliance status.</li> <li>4. Assist in preparing documentation and clearing closing requirements for the completion of real estate transactions.</li> <li>5. Work with internal and external customers to manage all aspects of sale, resale, and financing transactions.</li> <li>6. Assist with in-person and mail-away closings.</li> <li>7. Maintain closing files.</li> <li>8. Collaborate with lenders, real estate agents, lawyers and other company offices on transactional issues encountered on specific transactions.</li> <li>9. Perform any general office functions, as needed.</li> </ol>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Real estate transactional experience preferred</li> <li>• Florida Notary Public preferred.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Closers' Choice closing software experience a plus.</li> <li>• High level of proficiency using Microsoft Word and Excel.</li> <li>• Outstanding organizational, interpersonal and administrative skills with a positive, energetic, flexible and customer service-oriented attitude.</li> <li>• The ability to proactively address and resolve issues heading into a real estate closing.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Must be self-motivated and able to meet deadlines under pressure.</li> <li>• Must have the ability to work as part of a team, as well as independently.</li> <li>• Good understanding of Florida real estate closing procedures and/or mortgage loan processing preferred.</li> <li>• Strong analytical and problem-solving skills.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to operate normal office equipment.</li> <li>• Extensive use of computer.</li> <li>• Ability to operate a motor vehicle.</li> <li>• Ability to sit for extended periods of time.</li> <li>• Ability to lift up to 15 lbs.</li> </ul>
<b>Working Conditions</b>	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 St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.*