

JOB DESCRIPTION

Job Title: Director of Closing Services

Reports to: SVP & General Counsel

Direct Reports: 3

Date Prepared: October 2019

Job Summary	Perform residential and commercial real estate closings for 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. Work with internal and external customers to manage all aspects of sale, resale, and financing transactions. 2. Handle the entire real estate closing process including compliance with real estate contracts, lender instructions, title requirements, and other conditions. 3. Complete routine residential and commercial resale, refinance, or builder transactions. 4. Review and understand real estate conveyance documents. 5. Review title insurance commitments and related documents. 6. Collaborate with lenders, real estate agents, lawyers and other company offices on transactional issues encountered on specific transactions. 7. Deposit escrow funds, prepare disbursements and balance all escrow related accounts. 8. Directly supervise a various number of employees. 9. Maintain closing files.
Education and Experience	<ul style="list-style-type: none"> • Bachelor's Degree or equivalent professional experience. • A minimum of 7-10 years of real estate transactional experience with residential and commercial closings. • Florida Licensed Title Agent for minimum of 5 years. • Florida Notary Public.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Knowledge of the TRID CFPB rules and regulations is required. • SoftPro 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. • 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.