



## **Fidelity National Financial NCS Management Role – Title Insurance**

August 2020

Fidelity National Financial, Inc. (NYSE: FNF) is a leading provider of title insurance and transaction services to the real estate and mortgage industries. FNF is the nation's largest title insurance company through its title insurance underwriters – Fidelity National Title, Chicago Title, Commonwealth Land Title, Alamo Title, and National Title of New York – that collectively issue more title insurance policies than any other title company in the United States. Fidelity employs some of the brightest talent in the industry in title and escrow officers, underwriters, closers, legal counsels, and managers.

Our National Commercial Services (NCS) operations are strategically located in major metropolitan areas throughout the U.S. and serve as a single point of contact to expedite commercial transactions on a local and nationwide level, from simple to complex multi-state transactions, and everything in-between.

### **POSITION SUMMARY:**

FNF is currently seeking an outstanding individual to fill a management role in one of the NCS offices on the East Coast. Reporting to the Regional Manager, the position is responsible for profitable management of an office charged with developing business and providing title insurance services to large commercial real estate customers. This position has supervisory responsibilities over all of the clerical, professional, sales and other management level employees in the office.

### **ESSENTIAL FUNCTIONS/PRIMARY DUTIES AND RESPONSIBILITIES:**

- Preparing and administering budgets and business plans, as well as supervising the activities of the NCS office in accordance with company policies and procedures.
- Conducting business development programs and coordinating office and company sales efforts.
- Achieving efficient and profitable levels of service and productivity, and reviewing and analyzing market and office operations to maximize positive results.
- Generate periodic and special reports to senior management as requested.
- Coordinate with other company managers and offices nationwide in servicing accounts developed in other locations.
- Supervise legal staff and participate in underwriting, coordinating and negotiating coverages on commercial transactions and in the preparation of title insurance bids.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Bachelor's degree required.
- Law and/or MBA degrees preferred.
- Requires 10+ years of commercial real estate title insurance underwriting and/or management experience.
- Working knowledge of real estate investing and lending practices, as well as knowledge of title insurance production, underwriting, and closing procedures.
- Demonstrated experience in effective written and oral communication, both in person and by telephone.
- Good negotiating, sales and decision-making skills, as well as knowledge of sound management practices to effectively motivate and lead employees.
- The applicant must possess excellent analytical and reasoning abilities.

**Qualified candidates should submit their resume and cover letter to [NCSposting@fnf.com](mailto:NCSposting@fnf.com).**