



Product Compliance Analyst

Job Summary

The Product Compliance Analyst is responsible for drafting policy forms for new products while maintaining compliance with state/federal laws. The Product Compliance Analyst also interacts with Insurance Departments and acts as liaison with necessary internal staff (actuarial, legal, sales, etc.) to secure approval of new products.

Primary Responsibilities

- Drafts insurance policies, applications and other forms
- Researches state variations in drafting insurance forms
- Files forms in a timely and accurate manner,
- Timely responds to state objections and coordinates response with various departments, i.e, underwriting, administration, actuarial and information technology departments
- Works with various internal departments to assure timely and correct implementation of approved products
- Monitors and coordinates responses to state reporting
- Prepares reports and collect data on state variations
- Performs research regarding various legal / compliance issues.
- Participates in State Dept. of Insurance audits; Acts as compliance liaison to resolve less complex complaints including regulatory and non-regulatory complaints
- Reviews advertising and other marketing material

Job Qualifications

- Bachelors degree required
- Prior research experience and/or training required;
- Paralegal certificate strongly preferred
- Insurance industry and/or compliance experience a strong plus
- Knowledge of SERFF preferred
- Knowledge of life and disability insurance or industry designations preferred
- Exceptional attention to detail and analytical aptitude
- Ability to work under pressure and remain focused
- Excellent problem solving, organization and time management skills
- Outstanding verbal and written communication skills



Job Qualifications Cont.

- Career-oriented; Self-motivated
- Proficient computer skills including MS Word, Excel and PowerPoint and general Internet

*College or university must be sufficiently accredited and listed in the U.S. Department of Education Accreditation Directory.

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