



Compliance Coordinator

We have the following job opportunity in our **New York City** office:

Description

The Compliance Coordinator supports the Legal Department and ensures organizational compliance with state and local laws & regulations. Responsibilities will include, but not be limited to:

- Preparing, researching and submitting statutory, regulatory, premium tax and data call filings by required deadlines
- Ensuring submissions of reports to regulatory authorities are accurate and maintaining back-up supporting documents in folders and SharePoint site
- Maintaining up-to-date knowledge of financial / regulatory reporting requirements and communicating these changes as needed
- Managing the onboarding, appointment, license renewal, and termination of producers and adjusters and maintaining databases with proper back up
- Preparing and submitting payment request forms for regulatory invoices and Premium Tax payments.
- Coordinating work with consultants as required
- Managing projects to completion
- Supporting the Department's efforts to communicate compliance requirements
- Other duties and special projects as assigned

Requirements

- Bachelor's degree
- 2+ years of experience in regulatory compliance
- Producer licensing and appointment experience required
- Experience in (re)insurance industry, especially in Property & Casualty is a plus
- Experience with NAIC and other statutory insurance filings preferred
- Proven experience with filing premium tax returns annually and quarterly preferred
- Ability to research regulatory requirements and complete related filings and data calls with minimal supervision
- Proficient computer skills, including Microsoft Office products, especially Word and Excel.
- Strong organizational skills that support the ability to efficiently and seamlessly perform and prioritize multiple tasks with excellent attention to detail.
- Demonstrated analytical skills and the ability to communicate clearly and effectively both verbally and in writing.
- Experience handling confidential and sensitive information

We support diversity in the workplace. We are an Equal Opportunity Employer.



About Us

Since 1977, TransRe' vision has been to deliver the capacity and expertise necessary to contribute to the sustainable growth of prosperous communicates worldwide.

Our Mission

Our mission is to be the first- choice provider to reinsurance to our customers, based on:

Experience	the foundation of our long term, trust-based relationship is built on long tenured leadership in every line in every region.
Accessibility	our global network of local support for all property and casualty lines of business.
Strength	the cornerstone of our ability and willingness to pay claims.
Innovation	to track record of collaboration and service delivery to support your sustainable profitable growth.
Expertise	the basis of our timely, value-added insight and offerings.
+ Resilience	we exist to improve the resilience of communities worldwide, through our products, our people and our partnerships

Our Values

To achieve our Vision and Mission, we maintain a culture of the highest ethical standards. We treat our employees and customers fairly. We stand behind our products and services. We act with:

Integrity	work honestly, to enhance TransRe's reputation.
Respect	value all colleagues. Collaborate actively.
Performance	we reward excellence. Be accountable, manage risk and deliver TransRe's strengths.
Entrepreneurship	seize opportunities. Innovate for and with customers.
Customer Focus	anticipate their priorities. Exceed their expectations.

Interested in applying for this role? Please visit our [Careers Page](#) to apply!