



Regulatory Compliance Paralegal

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

Description

The Regulatory Compliance Paralegal works with the Regulatory Compliance team in the Legal Department and ensures organizational compliance with state and local laws & regulations. Responsibilities will include, but not be limited to:

- Preparation and submission of general regulatory filings, which include annual, quarterly, and supplemental statements/exhibits, premium tax, data calls and other reports
- Researching financial and regulatory reporting requirements; ability to communicate changes/updates to requirements when needed
- Collaborating with Accounting, Underwriting, Claims, and Risk Management departments to gather necessary information for required filings
- Working directly with third-party vendors on premium tax calculations and payments, agent appointment and renewals, and other reports
- Interacting across many levels of management
- Interacting regularly with state officials regarding filings, consumer issues and compliance obligations
- Maintaining database of required filing and filing deadlines
- Managing onboarding, appointments, renewals, and terminations of producer and adjuster licenses; maintain licensing database
- Assisting with and manage legal research and other special project work as assigned by other Legal Department team members

Requirements

- Bachelor's degree
- 3+ years of experience as a paralegal, regulatory compliance preferred
- Experience in (re)insurance industry is a plus
- Self-motivated team player with the ability to solve problems, make decisions, exercise good judgment, and work independently
- Ability to multitask and prioritize; be highly organized and detail oriented

Work schedule will be hybrid with approximately 3 days in the office and the remainder remote

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

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



About Us

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

Our Mission

Our mission is to be the first- choice provider of 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	a 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	existing 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.

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