

Product Filing Analyst II

OVERVIEW

With moderate supervision, provides support for all aspects of filing of the Company's life insurance products. Interacts with other business partners, including the Canadian parent, and state Insurance Departments developing ongoing, positive relationships.

ESSENTIAL DUTIES

- Creates filings in appropriate filing system and determines and/or obtains documents necessary for filing, ensuring the formatting is consistent with filing guidelines
- With the support of the Legal Department, prepares new policy and rider forms based on information provided from the marketing department and the actuaries
- Prepares, formats, and codes documents for filing and for policy print
- Reviews marketing and advertising material and prepares filings as necessary
- Develops and maintains an understanding of all Company products and applies knowledge to various tasks, including internal questions for various operational areas
- Maintains a current and thorough understanding of existing and new state laws and regulations as related to the position
- Manage specific assigned filings
- Communicates and corresponds with state insurance department personnel regarding compliance issues to policy form filings and any other related issues of compliance
- Engages with other company departments and personnel to provide support and guidance as it pertains to forms, filings, compliance, and any other department functions
- Specialized research and other special projects, as assigned
- Reviews accounting ledgers created for filing fees and approves them daily

EDUCATION, WORK EXPERIENCE AND TRAINING REQUIREMENTS

- High school diploma required, Associate degree or some college preferred
- 3 years of administrative work experience, preferably within the life insurance industry
- A understanding of life insurance products preferred

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

- Excellent written and verbal communication skills
- Strong technical skills, including:
 - a. Microsoft Office, especially Word, Excel, Access, PowerPoint, and strong understanding of basic MS Windows functionality
 - b. Experience with mainframe systems
 - c. Ability to learn other software systems quickly and effectively
- Strong attention to detail
- Experience with research and analysis
- Ability to analyze, think critically and solve problems

- Ability to perform under pressure and manage multiple projects with moderate supervision
- Ability to keep work well organized and prioritize well to meet deadlines
- Excellent record-keeping skills
- Ability to take initiative and responsibility for assigned work
- Ability to receive direction and work with supervisors well
- Ability to work independently as well as function effectively as a team player
- Ability to adapt well to change, both procedural and organizational
- A positive, learning-oriented attitude
- Ability to maintain strict confidentiality is critical
- If business needs demand, must be able to work overtime

WORKING CONDITION, PHYSICAL AND MENTAL REQUIREMENTS

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

IMPORTANT NOTE

This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.