

**EMPLOYERS COMPLIANCE ANALYST MINIMUM QUALIFICATIONS:**

- BA/BS in insurance, business, legal or related fields or combination of education and demonstrated experience in a law office environment or insurance compliance program.
- Must have working knowledge of legal terminology, legal practices and procedures, as well as general office methods and procedures.
- Strong analytical skills with a technical aptitude
- Excellent oral and written communication, listening, interpersonal, customer service and telephone skills.
- Above average computer skills including data entry, word processing and spreadsheet program.
- Ability to research, analyze and communicate legal, regulatory and compliance issues.
- May require travel to other locations or offices infrequently

**PREFERRED QUALIFICATIONS:**

- Previous experience with an insurance company or in the insurance industry
- Previous experience drafting and managing contracts
- Paralegal certificate