



Legal Administrator

National Teachers Associates Life Insurance Company (NTA Life) is a growing insurance company in the North Dallas (Addison) area that specializes in providing supplemental health insurance primarily to teachers and public sector employees. We are currently looking for a legal administrator with ambition and a positive attitude to join our in-house legal team. This position is responsible for matters critical to our corporate compliance, such as obtaining approval of holding company filings with the Texas Department of Insurance; communicating with and assembling complex reports for our board of directors and shareholders; drafting and updating corporate bylaws and articles of incorporation; maintaining corporate insurance policies, corporate insurance licenses, certificates of authority, and corporate minutes; documenting the organizational structure of our holding company group; and training new employees on certain legal topics. The legal administrator is also responsible for ensuring the overall organization of our corporate records as well as the administrative needs of our team.

Required Education, Experience, and Skills:

- Bachelor's degree
- At least one year of relevant legal or compliance experience
- Statutory and regulatory research skills
- Meticulous attention to detail
- Highly organized
- Strong written and oral communication skills and reading comprehension skills
- Ability to be flexible, multitask, and shift priorities on a continuing basis while meeting deadlines
- Work both independently and within a team environment
- Proficiency in the operations of PC-based systems, including Microsoft Office software

Preferred Experience and Skills:

- Three or more years of relevant legal or compliance experience
- Knowledge of health or life insurance industry
- Experience working with state departments of insurance
- Evidence of a strong ability to understand laws, statutes, and regulations
- Knowledge of HIPAA, GLB, and state privacy statutes
- Project management or training experience

Starting salary will vary based upon the candidate's education, salary history, and relevant work experience. Our comprehensive benefits package includes paid time off, 401(k) matching contributions, health insurance, short-term and long-term disability insurance, life insurance, and much more. Office hours are flexible. Our dress code is generally business casual. This position is not intended to qualify as an exempt position under FLSA guidelines. Please note that the company strives to provide a healthy work environment by only hiring non-smokers.

To be considered for this position, please submit a cover letter, salary requirements, and resume to careers@ntalife.com. While not required, any familiarity with life or health insurance matters should be discussed in the candidate's cover letter. Applications must be received on or before November 29, 2011.

Please send cover letter and resume along with salary requirements to
careers@ntalife.com