PATRIOT SELECT

# Senior Corporate Paralegal & Compliance Manager

## Position Overview

The Senior Corporate Paralegal & Compliance Manager provides high-level support to the Executive Vice President & Chief Legal Officer in corporate governance, compliance, contracts and vendor management, legal operations, and litigation and claims-dispute tracking. The position maintains corporate and legal records, supports Board and committee activities, administers contract/vendor and compliance tracking, monitors claims disputes, litigation and regulatory matters, and coordinates follow-up with internal teams, vendors, outside counsel and other business partners. The position handles confidential and time-sensitive information with accuracy, discretion, and independence. The role works directly with the CLO and provides broad exposure to executive leadership and Board matters.

## Key Responsibilities

**Corporate Governance and Board Support -** Coordinate Board and committee administration, including scheduling and meeting materials; assist with preparation of agendas, resolutions, written consents, and minutes; maintain governance calendars and action trackers; coordinate signatures and follow-up; and reconcile records to ensure approved actions, appointments, committee assignments, and other governance matters are documented.

**Contracts and Vendor Governance -** Maintain and update the contract/vendor reconciliation workbook and contract repository for the company and affiliates, including executed agreements, amendments, contracting entities, business owners, key contractual obligations, effective and expiration dates, renewal and termination provisions, and notice deadlines. Reconcile the workbook to executed agreements, amendments and periodic updates from business owners; flag missing documentation, upcoming renewal or termination decisions, and unresolved vendor issues; and coordinate follow-up. Prepare initial reviews of NDAs, routine agreements, and amendments using approved forms; coordinate comments and execution; and escalate substantive legal, regulatory, or business issues to the CLO for review and approval.

**Litigation, Claims Dispute and Legal Matter Tracking -** Maintain organized records and status tracking for significant lawsuits, disputed claims, Civil Remedy Notices, Notices of Intent, and other matters identified by Claims or the CLO. Working with the CLO, collect periodic status information from Claims, litigation vendors, outside counsel and other involved parties; track material developments, current posture and next steps; and maintain summaries of matters requiring CLO attention. This role does not manage claim handling or litigation strategy. Assist with document collection or preservation only as directed by the CLO.

**Strategic Transaction and Executive Support -** Support capital raising and financing activities, captive formation and related reinsurance transactions, investor and shareholder matters, joint venture and other material business partner matters, and other cross-functional strategic projects through document preparation, project tracking, coordination with internal teams and external advisers, signatures, and follow-up.

**Compliance and Insurance Regulatory Support -** Coordinate legal and insurance regulatory compliance matters across the company within the Legal/Compliance function. Maintain the compliance calendar and regulatory log; coordinate periodic review of compliance policies; monitor changes in laws, rules and regulations affecting the company, including proposed Florida legislation; summarize material changes for the CLO; assist with OIR and other regulatory inquiries, market-conduct matters, corporate-governance filings, and responses; track regulatory notices and consent-order commitments; and maintain supporting records. Financial/accounting compliance remains with Finance, and IT/cybersecurity compliance remains with IT.

**Legal Operations, Corporate Records and Records Management -** Maintain corporate books and records for the company and affiliates, including entity records, annual reports, recurring deadlines, and organized legal and governance files in SharePoint or other repositories. Track Legal Department outside-counsel matters and invoices, document execution, and the CLO's master action item list; assist with first drafts as directed; follow up with responsible parties; provide periodic status summaries identifying upcoming deadlines and matters requiring CLO attention; and support records retention and other legal/compliance projects as assigned.

**ERM Administrative Support -** Support the CLO's ERM function by maintaining the enterprise risk register and ERM calendar, collecting updates from business and risk owners, tracking mitigation and action items, and assisting with management and Board reporting.

## Qualifications

- Bachelor's degree and/or paralegal certificate preferred; equivalent relevant experience will be considered.
- Minimum five years of experience in a corporate paralegal, in-house legal, compliance, or comparable role.
- Experience in property and casualty insurance or a highly regulated industry is preferred but not required.
- Experience supporting corporate governance and Board of Directors activities, including minutes, resolutions, consents, entity records, governance calendars, and document execution.
- Experience with contracts, corporate governance, vendor governance, regulatory/compliance tracking, and legal department operations, with the judgment to identify matters requiring attorney review.
- Working knowledge of litigation processes and terminology, with experience tracking legal matters and coordinating status information among internal stakeholders and outside counsel.
- Demonstrated ability to manage multiple priorities, maintain accurate trackers, anticipate deadlines, work independently, follow up persistently, drive open items to completion, and prepare status reports for the CLO while communicating effectively with executives, internal teams, and vendors.
- Strong judgment, discretion, organization, attention to detail, and written and verbal communication skills.
- Proficiency with Microsoft 365, including Excel and SharePoint, and familiarity with DocuSign, PandaDoc, and document-management systems. Comfort using or learning AI-assisted workflow tools is preferred.
- Primary office location in St. Petersburg, Florida; candidate must reside within reasonable commuting distance.