PATRIOT SELECT

Senior Corporate Paralegal & Compliance Manager

Salary Range: $100,000 annually
Eligible for annual bonus

Employment: Full-time

Love keeping the details straight and the big picture moving?
Some people see a complicated contract, a packed Board calendar, or a long list of open legal matters and think, "Where do I even start?" You see an opportunity to bring order, clarity, and momentum. At Patriot Select, we're looking for an experienced corporate paralegal who enjoys being the person everyone can count on to keep important work organized and moving forward.

Working directly with our Executive Vice President & Chief Legal Officer (CLO), you'll support corporate governance, legal operations, compliance, contracts, and key business initiatives. You'll have meaningful exposure to executive leadership and Board matters while handling confidential, time-sensitive work with sound judgment and independence.

Here's where you'll make an impact

- Keep Board and committee activities organized, including calendars, agendas, meeting materials, resolutions, written consents, minutes, signatures, and follow-up on approved actions.
- Own the details of contract and vendor tracking. Maintain the agreement repository and reconciliation workbook, monitor key terms and renewal deadlines, and flag missing documents or decisions that need attention.
- Prepare initial reviews of NDAs, routine contracts, and amendments using approved templates; coordinate comments and execution while elevating substantive legal or business issues to the CLO.
- Help the legal team stay ahead of lawsuits, disputed claims, Civil Remedy Notices, Notices of Intent, and regulatory matters through accurate status tracking and follow-up with Claims, outside counsel, and vendors. Claims handling and litigation strategy remain with the responsible teams and counsel.
- Support high-impact projects such as financing, capital raising, captive formation, reinsurance transactions, investor matters, joint ventures, and other strategic initiatives through document coordination and project tracking.

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- Maintain the compliance calendar and regulatory log, monitor relevant legal and Florida insurance regulatory developments, and help coordinate OIR inquiries, governance filings, regulatory responses, and consent-order commitments.
- Keep corporate entity records, governance files, outside-counsel matter and invoice tracking, legal documents, and the CLO's action list accurate and accessible, including in SharePoint.
- Support enterprise risk management by updating the risk register and ERM calendar, gathering updates from risk owners, tracking action items, and assisting with management and Board reporting.

What makes you a great fit

- At least 7 years in a corporate paralegal, in-house legal, compliance, or comparable role, with strong hands-on paralegal skills.
- Experience supporting Board activities and corporate governance, including minutes, resolutions, consents, entity records, and document execution.
- Confidence managing contracts, vendor records, compliance trackers, and legal department workflows, with good judgment about when to involve an attorney.
- Working knowledge of litigation terminology and processes, and experience coordinating legal matter updates with internal teams and outside counsel.
- Excellent organization, writing, communication, and follow-through. You can juggle competing deadlines, protect sensitive information, and keep open items from falling through the cracks.
- Proficiency with Microsoft 365, particularly Excel and SharePoint, and familiarity with electronic signature and document management tools.
- A bachelor's degree or paralegal certificate is preferred; equivalent relevant experience will be considered.

A few extras we'd love to see

- Experience in property and casualty insurance or another highly regulated industry.
- Familiarity with DocuSign, PandaDoc, and AI-assisted legal workflow tools, or an interest in learning them.

The benefits of being on our team

- Employer-paid employee medical coverage through Aetna PPO plan options.
- Flexible, unlimited paid time off, subject to company policy and business needs.
- 401(k) retirement plan, subject to eligibility requirements.
- Employer-paid life insurance, short-term disability, and long-term disability coverage.

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Why you'll enjoy working here

This is a chance to be a trusted partner to the CLO, not simply the person maintaining a checklist. Your work will help leaders stay informed, deadlines stay on track, and important company decisions move from discussion to action. We're a collaborative team that values initiative, sound judgment, and people who take ownership of the details.

Come work with us in downtown St. Pete

100 Second Avenue South, Suite 304S | St. Petersburg, FL 33701

Salary: $100,000 annually. Candidates must live within reasonable commuting distance of our St. Petersburg office. Benefits are subject to applicable company policies, eligibility requirements, and plan documents.