



Principal Warranty Corp. (PWC) provides world-class administration and claims processing for our full suite of F&I products. Currently, PWC has an opening for a Compliance Paralegal. The qualified candidate will support and maintain PWC's culture of Compliance, while assisting in several bodies of processes.

The Compliance Paralegal is responsible for assisting in the day-to-day oversight and coordination of many Compliance Department responsibilities, such as PWC's ongoing monitoring and testing of policies, procedures, and general practices to ensure adherence to industry and regulatory standards, initializing and maintaining business licenses across the US, and product development. The Legal/Compliance Paralegal will report directly to the Compliance Manager.

Essential Functions/Responsibilities:

- Assist in the coordination of all compliance activities including, but not limited to, the regular review, audit and testing of business practices to ensure full adherence to published standards.
- Assist in Identifying and supporting the implementation of appropriate controls and process changes, as necessary.
- Work cross-functionally with all departments during projects.
- support in the researching and drafting responses and corrective actions to all inquiries and complaints from regulatory agencies and consumers while escalating as appropriate.
- Assist in the research, drafting, and editing of F&I products, as well as communicating with state regulators and lending companies when needed.
- Assist in evaluating emerging and existing legislation for applicability or impact to regulated areas of compliance regarding PWCs products such as warranties, GAP, Vehicle Service Contracts
- Support in managing business licensing, including research in initial licensing requirements.
- Other duties as dictated by the business or assigned.

Requirements:

The candidate should have an associate's degree or equivalent certification in Paralegal or similar legal studies. Compliance/regulatory or audit experience in automobile lending/leasing or consumer finances preferred, but not required.



- Has experience in or a strong desire to learn the development of audit tools and/or audit work papers.
- Organizes, documents and archives audit findings.
- Effectively communicates in a variety of group sizes and settings (in writing, by phone, video call, in-person).
- Demonstrates ability to work independently and manage multiple activities, deadlines, and projects.
- Demonstrates project management success.
- Possesses strong analytical and research skills.
- Has technology skills (Word, Excel, Outlook);
- Demonstrates outstanding written and verbal communication skills.
- Has outstanding organizational skills and a sharp, detailed eye.

The Benefits:

- Competitive Medical, Vision
- Investment Options – 401k available after 2 months with employer match
- Vacation package
- Sick Leave – exceeding Washington State requirements
- 7 Paid Holidays
- Additional day off to celebrate your birthday!
- Family environment that treats you like more than just another employee
- Culture - We foster a great place to where fun and hard-work go hand-in-hand

Why You Should Apply Today:

- Salary DOE
- Competitive pay with untapped growth potential
- Excellent benefits
- Paid holidays, vacations, sick leave and birthday
- A work environment that is both challenging and fun

Send cover letter and resume to Liz Hammack via email: liz@pwcteam.com