



## **Job Description**

### **Associate In-House Counsel**

#### ***Knowledge:***

- Actively supports and incorporates company mission and core values into daily activities.
- Maintains a positive and respectful attitude with colleagues.
- Works as a team member to achieve departmental goals and overall company goals.
- Demonstrates positive customer service skills, internally and externally, with effective communication, respect, and integrity.
- Maintains confidentiality of all information related to clients, customers, employees, carriers/ carrier programs, or as appropriate, other information.
- Consistently reports to work on time prepared to perform duties of position.

#### ***Skills:***

- Critical Thinking and Analysis.
- Effective Communication.
- Possess a supportive and responsive manner with internal team members and external partners.
- Demonstrate personal integrity and strong ethical code of conduct.
- Must perform well under pressure and in a changing environment.
- Has the ability to perform multiple tasks in complex working environment accurately and proficiently.

#### ***Education & Experience:***

- Has a J.D. Degree from an ABA-approved law school.
- An active member in good standing of the Florida Bar.
- Has a minimum 5 years of experience practicing in areas of insurance defense with a specialization in first-party property defense.

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