

Stable Value Investments (SVI) is a start up business unit providing stable value ‘wraps’ to the leading financial firms and plan sponsors in the defined contribution market place. **New York Life Insurance Company** which carries the highest possible ratings, is a leading insurance provider of Stable Value with over 30 years of experience. If you are a strong team player, willing to work hard, excited to be part of an entrepreneurial unit charged with building a new business line, we currently have an opening for a **Contract Analyst – Stable Value**. The position may be located either in Westwood, MA or in Parsipanny, NJ but splitting time between the two offices will be required.

Summary of Responsibilities:

Given the start up nature, the individual should demonstrate high initiative while remaining flexible, handle multiple time critical priorities and provide support to team on key business functions as needed. The role will involve interacting with key client firms developing customized wrap contracts in a team set up as well as understanding the insurance requirements of various states. **Individual must have prior Stable value wrap contract experience.** Other responsibilities will include underwriting, risk management and reporting.

Specific Duties and Responsibilities:

- Get up to speed quickly on SVI business and New York Life, investment, clients and contracts
- Help develop new contract templates and customized products as well as help draft language effectively in a team set up with peer reviews
- Ensure compliance with state statutes, prevailing regs as well as New York State Insurance Department
- Work closely with relationship managers, legal, operations, investments and other areas as it pertains to contracts and the ongoing monitoring of account risk
- Secure approvals for policy forms in various states of operation
- Underwriting - Underwrite and re-underwrite risks periodically on our accounts in a team set up
- Coordinate client service with Ops and other internal areas, manage reporting, rate-setting process, trouble shoot issues
- Help coordinate and manage responses to RFPs and RFIs
- Other ad hoc operational requirements

Job Requirements:

- Must have 7-10 years in stable value wrap industry with considerable knowledge and experience in developing and executing wrap contracts
- Ability to negotiate with sophisticated institutional clients finding the best solutions on complex terms staying within the operating parameters of New York Life Insurance co
- Great attention to detail and documentation
- Superior planning and organization skills with ability to prioritize effectively under pressure and conflicts
- Stable value wrap underwriting experience
- Computer literate with spreadsheet and database skills
- Possess good quantitative, analytical, and problem-solving skills
- Demonstrate the ability to work both independently and on teams
- Communicate effectively both verbally and in writing

Please e-mail resumes to betsy_defelice@nylim.com

New York Life Retirement Plan Services offers award-winning retirement programs for individuals, unions and companies of every size throughout the United States. We're part of New York Life Investments LLC, which, with its affiliates, manages nearly \$243 billion in assets for a wide range of individual, corporate, public, and union clients. For plan sponsors and plan participants alike, we offer exceptional investment capability, superior service, and unrivaled retirement plan expertise.

New York Life Investments LLC offers an excellent compensation package, including bonus and profit sharing, and a competitive benefits package. The SVI unit is part of New York Life Retirement Plan Services which is headquartered in Westwood MA. If you meet the requirements above, please apply on-line at www.newyorklife.com in the Corporate Careers section.

We will not contact you unless your background, education and skills/experience are a good fit for an available opening. If you do not hear from us, it's because we have not identified an open position that best utilizes your skills and qualifications. You need not submit your resume again unless your contact information or work history changes. We sincerely appreciate the time and effort you spent in contacting us and thank you for your interest.

New York Life Investments LLC continually strives to build a diverse workforce, and to ensure that all employees are given equal and ample opportunities to establish successful careers. We are committed to recruiting, hiring, training, and promoting our employees solely on the basis of merit and qualification without regard to a person's age, alienage, color, marital status, national origin, physical or mental disability, race, religion, sex, sexual preference or orientation, status as a disabled veteran or veteran of the Vietnam Era, or status as a member of any other legally protected group.