

EDMONTON

Risk Management Consultant I (Junior Risk Control Analyst) Job Number: 11838

Do you like to make sure all aspects of risks are identified? Are you interested in assisting with loss prevention? If so, consider this Risk Management Consultant position, acting as a Junior Risk Control Analyst. Working with client departments to enhance information as it relates to risk identification and mitigation, your responsibilities would include:

- Basic analysis and amendment of agreements in accordance with Risk Management policy
- Ensuring contracts made with vendors doing work for the City provide maximum financial protection, and properly identifying and mitigating risks presented to the City
- Working with adjusters, lawyers, and Corporate Security personnel to provide loss prevention/reduction recommendations to departments
- Investigating repetitive claims
- Analyzing and approving performance bonds, letters of credit, insurance requirements, and other financial guarantees to ensure protection from financial loss
- Reviewing contracts from all departments to ensure requirements are met and follow corporate standards
- Maintaining a database of insurance records for vendors and contractors
- Assisting with the Corporate Risk Inspection program
- Maintaining accurate files and statistics, as well as maintaining safe keeping of letters of credit and surety bonds
- Performing related duties as required

To visualize what it is like to be on our team, visit [The City of Edmonton Business Professionals Talent Hub](#)

Qualifications:

As the successful candidate, you will possess the following qualifications:

- Successful completion of Grade 12 or equivalent GED
- Successful completion of any four (4) of the following seven (7) Insurance Institute of Canada courses: C-11 Principles & Practices of Insurance; C-12 Insurance on Property; C-14 Automobile Insurance Part 1; C-110 Essential of Loss Adjusting; C-45 Surety Bonds; C-36 Building Construction, Fire Protection & Basic Hazards; C-38 Casualty Loss Prevention
- Completion of two (2) consecutive years of relevant risk control experience in the previous four (4) years
- Basic knowledge of risk control techniques and procedures
- Basic knowledge of surety bonds, commercial insurance policy types and provisions
- Basic knowledge of insurance claims, investigation techniques and practices is considered an asset
- Ability to analyze contracts in order to determine loss exposures and to make necessary amendments
- Considerable knowledge of the principles of office management and of modern office procedures, systems, and equipment, including Microsoft Office Word, Excel, and Outlook
- Working knowledge of iVOS is an asset
- Ability to maintain accurate records and statistics
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively both orally and in writing

Hours of Work: 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range: 21M, Salary Grade: 018, \$31.041 - \$38.993 (Hourly); \$54,686.48 - \$68,695.92 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

General:

- Applicants may be tested
- Civic Service Union 52 members are asked to send a copy of their application to the union office
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at www.tilma.ca.

Recruitment Consultant: ES/MG

Classification Title: Risk Management Consultant I

Posting Date: January 29, 2013

Closing Date - 11:00 p.m. MST on: February 12, 2013

Number of Openings (up to): 1 - Permanent Full-time

Union: CSU 52

Department: Risk Management (Corporate Services)

Work Location(s): Chancery Hall, 10th Floor, 3 Sir Winston Churchill Square Edmonton T5J 2C3



City of Opportunity: City of You

Edmonton
THE CITY OF

Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.