



Risk Management Senior Analyst

Job Description

The Risk Management Senior Analyst will be responsible for supporting risk management across the organization. This role will support multi-line insurance program- and claim-management activities, risk-assessment and mitigation processes and key reporting functions.

This position reports to the VP, Enterprise Risk Management.

The Risk Management Senior Analyst should have superb attention to detail, be highly organized and have strong analytical, problem-solving and communication skills. Having a foundational understanding of insurance processes is a plus.

Key Duties & Responsibilities

The Risk Management Senior Analyst's responsibilities include but are not limited to:

- Keep records of all insurance claims, on insurance lines including but not limited to property, liability, worker's compensation and tenant claims
- Work with various company departments, insurance adjusters, brokers, third party administrators and other professionals to ensure claims are filed, documented, processed and settled in a timely and accurate manner
- With respect to settling claims, ensure legal and policy compliance, adherence to claims processes and timely invoicing and payments, both inbound and outbound
- Support reporting to executive team on insurance and other risk areas
- Handle certificate of insurance requests
- Assist in insurance renewal process and communications with brokers and insurers to secure proper, timely and cost-effective renewals
- Play a key role in developing and maintaining reports on insurance and other risk areas
- Analyze financial statements and supporting detail of the company's captive insurance company; provide data and insights to support decisions about the captive's operations
- Support the development and ongoing production of reports and presentations on financial, operational, insurance and other data to assist the organization in identifying trends and evaluating risk
- Participate in comprehensive risk assessments focused on the identification, treatment, and management of key enterprise business risks
- Prepare reports which summarize risk exposure; conduct business analysis and build risk models to reduce operating losses and maintain maximum protection of the Company's assets; identify loss trends and make appropriate recommendations



- Establish and maintain internal and external business contacts and relationships to effectively manage risk activities
- Assist with business continuity efforts, including communications and program management
- Stay abreast of trends and changes in insurance and enterprise risk management; make internal recommendations in these areas
- Cross train employees in other departments on risk management duties and tasks
- Special projects and other duties as assigned

Required Experience

- Bachelor's degree in accounting, business or other related field
- 3+ year experience in accounting, finance, legal or insurance
- Experience handling insurance claims
- Experience analyzing data and/or developing reports
- Experience in a complex organization – e.g. many entities, multiple operating units, multi-state operations, etc.

Skills, Abilities and Traits

- Attention to detail
- High degree of organization
- Analytical and critical-thinking skills
- Problem-solving approach to all matters
- Strong verbal and written communication skills
- Strong time management skills
- Proactive and eager to learn
- Self-motivated, goal oriented, resourceful and driven
- Proficient in Microsoft suite of products (specifically Word, Excel, PowerPoint)
- Ability to maintain high level of confidentiality and professionalism
- Flexible and open to change in a high-volume, fast-paced environment
- Ability to stay focused and proactive while working both independently and with a team
- Understanding of insurance and risk management concepts preferred

Location

8400 E. Prentice Ave., 9th Floor, Greenwood Village, CO 80111

Compensation Range



\$75,000 - \$85,000 Annual Salary + Bonus

Benefits

National Storage Affiliates Trust offers full-time employees a comprehensive benefits package, including: 100% Employer paid medical.

NSA OP, LP is an equal opportunity employer. Employment and promotional decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information or status as a covered veteran or any other basis of discrimination prohibited by applicable local, state, or federal law. No question in our application process is used for the process of limiting or excluding any applicant's consideration for employment on such grounds.

Visa sponsorship is not currently available. Only permanent residents and US citizens will be considered.