JOB DESCRIPTION

***Job Title:*** Director of Vendor Management

***General Overview***

This position is responsible for the oversight of external vendors of Illinois Public Risk Fund. The position operationally reports to the President of Boyle, Flagg, & Seaman.

Our organization follows a hybrid work structure.

***Salary Range:*** $100,000 - $125,000

***Education***

* Bachelor degree in Business Administration, Management, Finance, Insurance or other related field.
* Advanced industry designation (CPCU, ARM, AIC).

***Knowledge and Skills***

* A minimum of five years of direct experience administering workers’ compensation claims within a risk management department, insurance brokerage firm, third-party adjusting firm, or insurance company.
* Knowledge of workers’ compensation coverages and Illinois workers’ compensation laws.
* Attention to detail and the ability to manage several tasks concurrently.
* Excellent interpersonal skills, strong written and verbal skills, and the ability to effectively communicate.
* Must be detail-oriented and well-organized.
* Must possess strong problem solving skills, excellent follow through and the ability to work independently.

***Specific Duties***

1. Classifies quality audit criteria based on contractual obligations and standard operating procedures.
2. Confirm that contractual agreements are being met via monitoring and reporting.
3. Conduct compliance audits of each IPRF external vendor.
4. Documents and reports to the IPRF Chair of Claims the outcome of audit findings.
5. Recommend process improvements for each vendor.
6. Special projects as assigned.

Boyle, Flagg & Seaman offers a competitive compensation package and comprehensive benefits package including health, life, disability, continuing education, opportunity for advancement and generous Paid Time Off.