**JOB TITLE: Assistant Risk Manager**

FASIS was created in 1984 and was formed as a joint powers authority to be a viable and highly successful alternative to the commercial insurance market. FASIS currently consists of nearly two hundred fire protection districts. Most of these members have participated and shared in FASIS since its inception.

**JOB SUMMARY:**

The Assistant Risk Manager works with internal and external parties to ensure completion of the program budget, annual reporting, and financial statements, etc. as well as acting as the main contact for all client related issues.

**ESSENTIAL JOB RESPONSIBILITIES:**

·        Works with internal and external parties to ensure completion of the program budget, annual reporting, and financial statements

·        Oversees and assists in the preparation and distribution of agendas and related materials

·        Delegates tasks to various administrative staff

·        Develops and coordinates proposals and quotations to prospects

·        Assists with the development of programs, pool structures, regulatory requirements, and maintenance of governing documents

·        Acts as main contact for all client related issues

·       Coordinates all aspects of administration with brokers, third party administrators (TPAs), government agencies, financial vendors, members

·        Assists with new member development and evaluation

·        Works closely with clients to ensure proper transfer of risk

·        Identifies and analyzes client exposures, coverage program, and program structure

·        Develops and maintains close relationships with clients and prospects

·        Assists clients to develop and implement strategies to achieve agreed upon goals

·        Develops preliminary premium indications for prospective members

·        Effectively communicates with Director and/or Manager and/or Senior Analyst with regard to work assignments, absences, and other matters concerning the department

·        Performs other tasks upon request

**QUALIFICATIONS:**

**EDUCATION:**

·        Four-year degree in related field or equivalent experience

**EXPERIENCE:**

·        Five to ten years progressively responsible experience in risk management and/or public agency service

**SKILLS AND ABILITIES:**

·        Must have good problem solving, analytical, and planning skills

·        Excellent written and verbal communication skills

·        Strong presentation skills

·        Team player

·        Effectively presents information and responds to questions from groups of managers, clients, and the general public

·        Writes reports, business correspondence, and procedure manuals

·        Reads, analyzes, and interprets general business correspondence, periodicals, professional journals, technical procedures, codes and regulations

·        Works well independently, and in a timely, organized manner

·        Utilizes initiative and creativity to identify solutions and solve problems

·        Work evidences excellent written and verbal communication skills

·        Interacts positively with clients, staff, and other third-parties

·        Provides suggestions and feedback positively, and accepts feedback positively

·        Evidences proficiency in basic computer skills, and proficient use of Microsoft Word, Excel, and PowerPoint

·        Exhibits excellent leadership ability

·        Demonstrates Sedgwick core values in business and professional dealings

·        Ability and willingness to travel

·        Strong presentation skills

**CONTACT**:

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