

Job Description

Job Title:	Insurance Risk Manager	Job Reference:	
Job Class:	Insurance	Job Group:	Senior
Business Unit:		Location:	Not Applicable

versions of this job may include accountabilities not described in this document but which are generally consistent with its broader purpose.

Accountability Summary

Risk management is a critical component of Qualico's business units, including land development, active construction projects, commercial leasing, financing and property management. The Qualico portfolio of active companies and their subsidiaries and nominee holding companies is expansive. As a result, the record keeping function, and abeyance topics must be carefully managed.

Primary Responsibilities

- Manage incoming and outgoing Certificates of Insurance.
- Organize with brokers the annual insurance renewals and all mid-term adjustments.
- Collate information relative to insurance from various business units.
- Organize Insurer visits and manage any recommendations.
- Liaise with brokers, adjusters, appraisers and insurance industry representatives.
- Manage premium payments and ensure accuracy of all insurance policy documents and endorsements.
- Review of agreements, contracts and leases for risk and appropriate indemnification and insurance clauses.
- Management of claims, both internally and externally.
- Report to and liaise with senior management.
- Manage master list of insured properties and values
- Retention and archiving of insurance policy documents and related information.
- Arrange Course of Construction Project Insurance for residential and commercial developments.

Essential Requirements

- Bachelor's degree in a business-related field or equivalent combination of education and experience.
- Risk Management or Insurance professional designation is preferred.
- Ability to handle private, sensitive, confidential information.
- Satisfactory verification of criminal record check.

Key Values

- Continuously pursuing learning and growth.
- Taking responsibility for the outcomes of decisions and actions.
- Creating trusting and successful working relationships.

- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.

Skills

Practical/ Technical

- Proficient in all areas of Microsoft Office Programs (Outlook, Word, Excel, PowerPoint).

Interpersonal

- Listening non-judgmentally to information presented by others.
- Communicating by clearly expressing thoughts through conversation as well as in writing and presenting in a persuasive and influencing manner.
- Handling relations with the public, customers, suppliers, or others outside the organization in a way that gets the message across with tact and diplomacy.
- Building and using an effective network of people inside and/or outside the organization to give and receive information and to accomplish work objectives.
- Demonstrating flexibility to very quickly change communication style, format and content.
- Attracting, retaining, training and developing others while building morale.
- The ability to get results from others over whom there is no formal authority.
- Achieving high standards of performance from others.
- Dealing with sensitive situations/issues that require high standards of integrity.
- Contributing as a team member, where individuals work together and share equally in the exchange of ideas, concepts and process outcomes.
- Demonstrating initiative and tenacity in understanding the needs of others (internal and external 'customers') and acting to do something helpful.

Problem Solving

- Making and implementing tough, unpopular decisions when warranted.
- Managing conflicts or emergencies decisively and effectively so that there is minimal cost to the organization and minimal disruption to individuals and operations concerned.
- Exhibiting well balanced judgement in arriving at conclusions even with conflicting or incomplete information.
- Taking evaluated risks or initiating actions to capitalize on opportunities.
- Acting in areas where there is a high volume of evaluated risk taking required.
- Making judgements that are time constrained and requiring immediate action.
- Developing recommendations and influencing the decisions of others by identifying and bringing forward the key variables that need to be taken into consideration.

Management Process

- Demonstrating orientation and insight to focus on key operational concerns of the organization.
- Seeing the 'big picture' and adjusting work to reflect the complex network of forces at play.
- Identifying new ideas, techniques and opportunities for improving effectiveness, performance and productivity.

- Acquiring and translating the organization's values, objectives, strategies and priorities into practical, workable programs, projects or plans.
- Acquiring and translating the pertinent issues and agendas associated with political, social, cultural and community environments into practical, workable projects or plans.
- Understanding and interpreting policy and procedure in situations where immediate response is expected, often without reference to documented material.

Working Conditions

Primarily works in an office setting during regular business hours. Overtime may occasionally be required.

Contact

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