**Risk Management Analyst**

**McKenney’s  Inc.**

**Atlanta**

Are you looking to join an industry leader that shares your values and rewards customer focused results, innovation, and integrity? Do you want to be a key problem solver and help drive our business to new levels?

This key position holds great challenge and rewards for the right person. Working with the CFO, Risk Manager and key leaders across the organization, you’ll be managing many aspects of day-to-day claims activities in our commercial insurance program, administering the surety bond program, coordinating the insurance certificates process, reviewing policy files and endorsements for accuracy, supporting the annual renewal function, and assisting in many other aspects of managing the Company’s insurance programs.

For 65 years, McKenney’s, Inc., one of Atlanta’s Best Places to Work, has been providing Atlanta and the southeast with quality mechanical solutions to meet the needs of our customers. We are seeking a risk management and insurance professional to join our team, working in a fast-paced, collaborative, high-energy environment.

**JOB SUMMARY**

Responsible for supporting the risk management program, including annual policy renewal, premium payments, claims management and tracking of loss statistics and trends.

**DUTIES & ESSENTIAL JOB FUNCTIONS**

* Act as key point of contact for day-to-day inquiries on insurance-related matters
* Assist in managing company's insurance programs
* Maintain and update insurance policies and related files, including insurance coverage summaries
* Obtain and compile exposure data for insurance renewals, review insurance binders, policies and endorsements for accuracy and update all internal renewal documents
* Coordinate incoming and outgoing insurance certificates issuance and maintenance
* Manage day-to-day claims activities for commercial lines of insurance
* File notices and process related claims on all non-workers compensation claims
* Maintain accurate claims and accident data for communication, reports and analysis
* Administer surety bond program
* Review and modify insurance and indemnification requirements in contracts to comply with corporate insurance program and risk appetite
* Collect and manage current and historical exposure information
* Assist with analysis of loss experience to identify trends
* Contribute to implementation of company's risk management strategy and policy
* Assist in developing and maintaining communication tools for senior management and operating personnel describing risk management policies, procedures and training tools
* Prepare, maintain and update documentation associated with the risk management policies and procedures and files associated with administration of risk management programs
* Positively contribute to the team, creating a professional, effective and approachable risk resource for the company
* Research and analyze special projects as assigned
* Perform other duties as assigned

BASIC QUALIFICATIONS

* Minimum of 5 years work experience in risk management
* HS Diploma or GED

PREFERRED QUALIFICATIONS

* Undergraduate degree from accredited university or similar institution in the field of risk management or similar field of study

At McKenney’s we know people are vital to our success. We offer employees a competitive salary and generous benefits including 401(k), profit sharing, and performance bonus, medical/dental/vision insurance, disability benefits and paid time off, tuition reimbursement and a positive work environment.   
  
McKenney’s is an Equal Opportunity Employer committed to workforce diversity. Qualified candidates will receive consideration without regard to age, color, religion, sexual orientation, disability, or national origin. McKenney’s is a smoke-free and drug-free workplace.

Candidates should apply online at <http://ch.tbe.taleo.net/CH02/ats/careers/requisition.jsp?org=MCKENNEYS&cws=1&rid=212>

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Lynn Callery

HR Generalist

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[www.mckenneys.com](http://www.mckenneys.com/)