

Reports to: Risk Manager

FLSA Status: Salaried Non-Exempt

Primary Responsibilities:

Provides direct support to the Risk Manager in the administration of Risk Management programs and processes.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Risk Management
 - a. Create drafts of contract documents in AIA software and submit to management for review.
 - b. Assist with requests for certificates of insurance and annual certificate renewals.
 - c. Prepare incident reports and compile all applicable documentation.
 - d. Request bonds for licenses as directed.
 - e. Enroll subcontractors in SDI program, monitor enrollment, and provide documentation as necessary.
 - f. Request subcontractor prequalification information and coordinate with third parties.
 - g. Collaborate with Risk Manager regarding Skender prequalifications.
2. Administrative
 - a. Provide administrative assistance to Risk Manager as requested, including word processing, faxing, copying and scanning.
 - b. Compile documents for cases as needed.
 - c. Organize and maintain databases and mailings for the Risk Department.
3. General
 - a. Strive to develop a feeling of pride and loyalty to the company in all employees under direct supervision.
 - b. Actively insist that the company's Affirmative Action Program be practiced in all employment, work assignments, and promotion opportunity decisions.
 - c. Become familiar with all company policies and adhere strictly to them in all activities and dealings, and require all employees to be aware of them and to conform to them in their activities.
 - d. Constantly strive to improve leadership and management capability and performance, and to acquire additional knowledge, skills and ability through study and personal development, to qualify for positions of greater responsibility.
 - e. Carry out any additional responsibilities assigned by senior management.

SKILLS, QUALIFICATIONS & EXPERIENCE:

Educational and experience requirements:

Bachelor's degree required. Three to five years business line insurance experience is preferred, along with working knowledge of risks associated with the construction industry.

Capabilities:

- Working knowledge of AIA Software and proficiency in Microsoft Office Suite.
- Strong organizational, communication, and time management skills required
- Requires diplomacy and discretion when dealing with the public and internal staff