Overview

The Senior Risk Analyst is responsible for supporting all aspects of Corporate Risk Management functions, including assisting and/or supporting procurement process of corporate insurance data analytics and generation of reports on losses and claim trends for use in quarterly forecasting, accrual accounting, and operational claim report performance trends. Primary responsibility is reviewing request for proposals and vendor and client contracts, managing analyzing the company claim activity and trends to assist in development of recommendations for corrective actions with Safety, Risk Management and Operations. The responsibilities would also include contributing to the development, and reporting for operations and financial departments using advanced analytics tool-sets.

Responsibilities (Text Only)

* Assess requests for proposals (RFP’s) to ensure ability to meet insurance requirements, place and price insurance we will need to obtain and ensure the company is adequately protected and in compliance
* Evaluates potential risks to the organization embedded in contract requirements by suppliers of goods and services to the company.
* Proactively engages with business stakeholders to ensure that proposed risk guidance around insurance requirements is understood, practical, and adds value. Ensures that required contractual provisions are consistent with our existing insurance programs.
* Verify insurance coverage under issued policies conforms to negotiated terms and broker specifications for all insurance contracts. Provides ongoing maintenance of policy amendments, endorsements and correspondence.
* Obtain and manage all the risks and claims data. Provide reports to management, claims and risk department with meaningful claims data
* Process state and local insurance filings (monopolistic state & self-insured work comp programs). Ensure compliance with insurance laws.
* Assist Director of Risk Management to coordinate placement and administration of the Company’s insurance program. Activities include gathering, analyzing underwriting information for accuracy and timely completion of applications.
* Assist with verification of coverage binders, policies & endorsements, in addition to tracking and monitoring timely completion and receipt of corrections and changes.
* Manage, update and pull reports from various RMIS as needed
* Manage the Company’s certificate of insurance program, including reviewing contract insurance requirements as well as annual renewal distribution. Respond to ad-hoc client and vendor requests for certificates and endorsements.
* Manage the Company’s Auto Identification cards and government insurance filings program.
* Maintains all insurance policies are up to date and premiums are processed through the A/P system.
* Reconcile RMIS billing on a quarterly basis.
* Recommend system and / or process remedies when data integrity or gaps are identified
* Other duties as required.

Qualifications (Text Only)

**Education, Licensing, and Certifications**:

* Related Bachelor’s degree or equivalent work experience

**Experience Required:**

* Five to seven years of progressive work experience, preferably in Risk Management or Finance
* Risk Management experience in a corporate environment or experience working on large, global accounts at a n insurance brokerage/agency is desired.
* Must demonstrate effective time management skills and the ability to manage multiple tasks with changing priorities/assignments.
* Must have strong analytical skills.
* Demonstrate excellent oral and written communication skills.
* Must be detail oriented with a strong sense of follow-up and completion.
* Understanding of other MS Office applications also required.
* Strong disparate data management experience

**Experience** Preferred:

* Experience in a transit environment preferred
* Experience with RMIS systems

Skills and Knowledge Required:

* This position requires a basic understanding of risk management, claim management and claims handling processes
* Advanced skills with Microsoft Excel and understanding of other MS Office applications i.e. PowerPoint and Word.
* Business acumen with strong focus on finance
* Ability to maintain deadlines and time-frames dictated by financial reporting requirements
* Effective written and verbal communication skills
* Excellent interpersonal and team-building skills
* Strong Project Management skills
* Must have the ability to work independently; and the ability to be flexible to meet the daily challenges and competing priorities of the risk management and safety department environment.

Travel requirement (as a percent): <5% for occasional meetings

**Pre-Employment Requirements:**

* Must submit to a drug test and a background check

**Physical Requirements:**

* 100% of work is accomplished indoors and in air conditioned or well ventilated facilities
* Work is accomplished in an office or in a cubicle space equipped with a telephone and computer.
* The employee is generally subjected to long periods spent sitting, typing, or looking at a computer screen.

*For more information please visit our website at www.transdevna.com/careers*  
  
*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions upon request.*

*Transdev is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants.  Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law.*   
*EEO is the Law Poster: http://www1.eeoc.gov/employers/poster.cfm*

*Drug free workplace*

*If based in the United States, applicants must be eligible to work in US without restrictions for any employer at any time; be able to pass a drug screen and background check*

Bottom of Form