eBay Inc
Job Title: Risk and Insurance Analyst

Location: Austin, TX; Salt Lake City, UT (Potentially other locations, but not remote)
Department: Global Risk & Insurance
Reports to: Senior Risk Manager

Position Overview:

Join an amazing team that is collaborative and passionate about managing risk throughout all areas of the company. We engage in traditional risk management & insurance procurement, but also get involved in exciting and unique projects, making this a dynamic role.

We are seeking a highly analytical and detail-oriented **Risk and Insurance Analyst** to join our dynamic Risk Management team. This individual will play a critical role in identifying, assessing, and mitigating risks, while also managing the company's insurance portfolio. The ideal candidate will have strong analytical skills, a solid understanding of risk management principles, and experience in insurance, finance, or a related field.

Key Responsibilities include, but are not limited to:

1. **Risk Assessment & Analysis:**
   - Continuous organization-wide engagement to identify and evaluation potential risks (financial, operational, regulatory, reputational, etc.) affecting the company.
   - Analyze risk data to evaluate existing risk management strategies and recommend improvements.
   - Monitor industry trends, regulatory changes, and emerging risks to stay ahead of potential threats.
2. **Insurance Management:**
   - Assist with administration and management the company's corporate insurance policies, including property, casualty, liability, and financial product lines.
   - Collaborate with brokers, insurers, and legal teams to negotiate coverage terms and renewals.
   - Assist in preparing insurance claims and track the resolution of claims in a timely manner.
   - Assist company stakeholders on matters relating to Certificates of Insurance.
3. **Reporting & Documentation:**
   - Prepare and maintain risk-related reports and presentations for senior management and stakeholders.
   - Document risk management processes, insurance policies, and claims history for compliance and audit purposes.
4. **Claims Management:**
   - Coordinate with insurance providers and internal teams to ensure efficient and effective claims processing.
   - Investigate and analyze claims to ensure that they are accurate, complete, and in compliance with policy terms.

5. **Risk Mitigation:**
    - Assist in the development of risk mitigation strategies and contingency plans.
    - Provide recommendations for reducing the company’s risk exposure through risk avoidance, transfer, retention, or reduction strategies.
    - Review internal business proposals and contracts.
6. **Collaboration:**
    - Work closely with cross-functional teams (legal, finance, operations, etc.) to ensure alignment between risk management practices and business objectives.
    - Advise departments on risk-related matters, providing insights and guidance for decision-making.
    - Act as ambassador for the department to promote risk management throughout the organization.

Qualifications:

- **Education:** Bachelor’s degree in Risk Management, Finance, Business Administration, or related field. Professional certifications such as ARM (Associate in Risk Management), CRM (Certified Risk Manager), or CPCU (Chartered Property Casualty Underwriter) are a plus.
- **Experience:**
    - 2+ years of experience in risk management, insurance, or a related field.
    - Familiarity with risk assessment tools, insurance policies, and claims management.
    - Experience with risk reporting and insurance program administration.
    - Background working for a broker, insurance company, or in corporate risk management.
- **Skills:**
    - Strong analytical, problem-solving, and quantitative skills.
    - Excellent attention to detail and organizational skills.
    - Proficient in Microsoft Office Suite (Excel, Word, PowerPoint); experience with risk management software is a plus.
    - Strong written and verbal communication skills.
    - Ability to work independently and as part of a team.

Preferred Attributes:

- Knowledge of relevant industry regulations and compliance requirements.
- Ability to manage multiple projects and deadlines.
- Experience working with insurance brokers and carriers.
- Knowledge of financial modeling and risk modeling techniques.
- Knowledge of captive insurance operations is a plus, but not necessary.
- Experience in a global organization.