

COOK INLET REGION, INC.
JOB DESCRIPTION

Title: Risk Management Specialist
Department: Risk Management
Reports To: Director, Risk Management
FLSA Status: Non-Exempt

Supervises

None

General Function

In conjunction with the Director, Risk Management, assist with the coordination and administration of CIRI's risk management and safety program. Responsible for maintaining complete, accurate and detailed documentation of exposure information.

Major Activities (Typical Duties/Responsibilities)

1. Assist in the insurance renewal process, including but not limited to the following:
 - Coordinate with CIRI departments and CIRI subsidiaries and compile information necessary for annual insurance renewal
 - Work with personnel to identify new or modified exposures
 - Complete insurance applications
 - Review insurance renewal information for accuracy
 - Review and process related invoices for payment
 2. Assist in obtaining new lines of coverage for CIRI and its subsidiaries, as applicable.
 3. Manage the issuance, and receipt of, Certificates of Insurance applicable to CIRI and its subsidiaries.
 4. Assist in maintaining a bond program for CIRI and its subsidiaries and/or affiliates, as needed.
 5. Coordinate with Director, Risk Management regarding implementation and maintenance of safety programs for all marine and land-based operations.
 6. In conjunction with the Director, Risk Management, assist in the creation of Emergency Action Plans and/or Security Plans for various CIRI and subsidiary work locations.
 7. Review workers compensation claims and process invoices on a monthly basis.
 8. Responsible to maintain CIRI's internal Risk Management Sharepoint site.
 9. Assist in preparing various Risk Management communication materials for trainings, presentations and articles.
 10. Responsible to track operating budget expenses and participate in the development of department budget, as needed.
 11. Provide administrative support to the Director, Risk Management.
 12. Other duties as assigned.
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Skills/Abilities

- Excellent interpersonal skills; ability to work effectively and cooperatively with all levels of management and staff, affiliated-company employees as well as outside business associates; exhibit a professional manner in dealing with others.
 - Superior organizational, follow-up, and detail oriented skills. Must be able to manage multiple projects and deadlines.
 - Work independently, work in a team environment, and work with minimal supervision.
 - Ability to think strategically.
 - Ability to make decisions, solve problems and exercise good judgment.
 - Excellent written and verbal communication skills. Thorough knowledge of proper grammar, good vocabulary, spelling, editing and proofreading skills.
 - Broad understanding of the business objectives of CIRI.
 - Strong knowledge of Microsoft Office products (Word, Excel, Access, PowerPoint) and Adobe software.
 - Working knowledge of standard office equipment.
 - High degree of sensitivity regarding confidential information.
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Minimum Qualifications

Bachelors degree, or some college experience, in business or related field and some knowledge of corporate risk management issues and corporate insurance principles; or any combination of education and experience that provides the required skills, knowledge and abilities.

Required Contacts

- CIRI Board, executives, management and staff
 - Executives, management and staff of CIRI subsidiaries and affiliated non-profit companies
 - Outside legal counsel
 - Insurance underwriters, brokers, adjusters, investigators and claimants
 - Members of the public and business community
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APPROVAL

Incumbent: _____ ***Date:*** _____

Supervisor: _____ ***Date:*** _____