

**POSITION: Insurance & Risk Analyst****JOB POSTING #:**

<b>DEPARTMENT:</b>	Legal	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543399
<b>POSTING STATUS:</b>	Regular Full-Time	<b>POSITION #:</b>	
<b># OF POSITIONS:</b>	One (1)	<b>GRADE/CLASS:</b>	0.14
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$27.17 - \$31.94 per hour
		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Reporting to the Supervisor of Risk Management this position is responsible to gather information for monthly and yearly analysis of risk management information, loss history, analyze claims data. Prepare statistical reports for actuary purposes. Maintain the centralized insurance certificate tracking system. Communicate and liaise with various departmental staff to provide insurance & risk management information. Apply risk management practices to identify trends, patterns, risks, and hazards in loss prevention and reduction techniques. Document and maintain risk management files, websites, and systems to ensure the complete and accurate records are available for reference to support departments or statutory requirements. Assist in risk management awareness training workshops. Ensure all assets are properly valued and adequately inventoried including arranging for periodic appraisals as required. Verify and process internal and external claim payments. Perform all computer and system related activities consistent with the functional requirements of the position. Participate in professional associations in insurance and risk management to maintain and exchange beneficial information. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform other duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation diploma plus a three (3) year post secondary school diploma from a community college in business or financial related area of study/field or Ontario Ministry of Education equivalencies.
- Must have over 1 year experience in a financial computerized accounting environment (i.e. financial analysis, statistics, adjustments, claims, contract administration, etc.) preferably in a risk management and/or insurance related field.
- Must have experience using Microsoft office suite of products.
- Must be a responsible self-directed individual who works well independently as well as a member of a team.
- Must be extremely organized and detail-oriented with excellent communication and writing skills along with research and analytical skills
- Must have a high commitment to providing exceptional customer service.
- An Associate of the Insurance Institute designation (CIP or CRM) would be considered an asset
- Experience working with Peoplesoft Financials will be considered an asset.

**POSTING SPECIFICS:**

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| <b>Posting Period:</b> | <ul style="list-style-type: none"><li>• at 8:30 AM to 4:30 PM</li><li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li></ul>   |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"><li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li></ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"><li>• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.</li></ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"><li>• In person to the Human Resources Department or one of the Customer Care Centres</li><li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li></ul>                                      |
| <b>Updated:</b>        | <ul style="list-style-type: none"><li>• By Human Resources on February 29, 2012</li></ul>  |