

JOB DESCRIPTION

POSITION:	INSURANCE & RISK ANALYST		
DEPARTMENT:	Provincial Offences, Purchasing & Risk Management		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543399
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.14

DUTIES:

Reporting to the Deputy City Solicitor – Provincial Offences, Purchasing & Risk Management, this position will be 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year post-secondary school Diploma from a Community College in Business or a Financial area of study or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of 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 field;
- Must have experience using the Microsoft Office suite of products;
- Must be a responsible, self-directed individual who works well independently as well as in 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) will be considered an asset;
- Experience working with PeopleSoft Financials will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.