



RISK SERVICES
Celebrating 30 years!

Job title: Risk and Claims Manager
Location: Cincinnati, Ohio (Remote Work Available)
Terms: Full-time, Non-exempt
Salary: Starting salary is \$70,000 (based on experience, education and licensing)
Benefits: Paid time off; paid holidays.
Reports to: Vice President of CORE Risk Services

WORK AUTHORIZATION: You must be authorized to work in the US. This position is NOT available for sponsorship opportunities (open to permanent residents and US Citizens only).

A Claims Adjuster License in IN, OH, KY is required for this position (or the ability to obtain it within 30 days of hire).

WHO WE ARE

We are an independent risk management and claims management firm. We have provided high-level risk, insurance, and claims management services and consulting in the Tri-State area for over thirty (30) years. Our clients are the reason we exist, our high experience level, responsiveness, and professional performance are the reasons we have been successful, and the following principles guide our relationships with clients and the interactions with the people and communities our clients serve.

WE BELIEVE IN:

- **Honesty:** We deliver the truth, even when it may be difficult to hear.
- **Dignity:** From clients to claimants, we earn respect by giving it first.
- **Communication:** We drive clarity and transparency from the get-go and always follow through.
- **Collaboration:** Working as a team — with each other and with clients.

WHO WE'RE LOOKING FOR:

We are looking for a **Risk and Claims Manager** who shares our values and these principles.

As part of the CORE Risk Services Team, the successful candidate will have excellent communication skills (verbal and written) and strong organizational skills. You will have experience with liability and/or property insurance claims, and a working knowledge of workers' compensation claims handling. Experience with staff supervision and performance management is required. A good understanding of risk management consulting practices is preferred. You should have a demonstrated understanding and use of Microsoft 365 applications including Outlook, Teams and SharePoint/OneDrive. The ability to work independently will be beneficial.

STUFF YOU SHOULD KNOW

- Our office hours are 8AM to 5PM Monday through Friday.
- This is a full time (40 hours/week), non-exempt position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Risk Services Consulting (50%)
 - Under the supervision of a senior risk management consultant, provide risk management services to a variety of clients.
 - Conduct risk assessments and identify potential exposures.
 - Develop and implement risk mitigation strategies.
 - Review insurance contracts and policies, requiring an understanding of indemnification language, insurance requirement wording and familiarity with limitations of liability.
 - Assist with the preparation of risk management reports.
 - Reviews and determines the liability of Commercial General Liability and Property/Business Interruption for clients.
 - Maintain professional client relationships.
- Management (25%)
 - Oversee the daily activities of claims adjusting services.
 - Provide guidance, training, and support to team members.
 - Evaluate team performance and identify areas for improvement.
- Claims (25%)
 - Directly handle limited inventory of specialty claims
 - Provide direct client services relating to claims management, including workers' compensation claims, liability and property claims.
 - Provide support when needed to other claims professionals.
 - Ensure claims are processed completely, accurately and efficiently in accordance with company policies and procedures.

QUALIFICATIONS

- Bachelor's degree in risk management, insurance, business administration, or a related field, or related work experience
- Strong organizational and time management skills.
- Strong analytical skills, with the ability to solve problems, plan and organize tasks
- Excellent communication and interpersonal skills.
- Demonstrated understanding and/or knowledge of risk management principles and practices.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.
- Claims Adjusting License for IN, OH or KY (or ability to obtain this license within 30-days of hire)
- Experience with bodily injury (BI) claims and insurance lines (D&O, Cyber, etc.)
- Demonstrated understanding of Microsoft 365 products, including Outlook SharePoint, & Teams.

PREFERRED QUALIFICATIONS

- Risk management certifications (ARM or CPCU) preferred.
- Experience in claims management.

Note, this position will primarily be based working at a computer, and a demonstrated understanding of correct ergonomic practices should be adhered to.

Pre-employment drug screenings and criminal background checks are mandatory due to client requirements.