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Katie School Alumni Opportunity

Company Name	First Industrial Realty Trust
Contact Person	Chrissy Alvarez
Title of Contact	Sr. Human Resources and Benefits Manager
Email	calvarez@firstindustrial.com
Phone	(312) 344-4435
Company Website	https://firstindustrial.com/
Indicate what opportunity is available	Full-time
Title of Available Position	Associate Insurance/Risk Management Analyst
Opportunity Location	Chicago, IL

Description of Career Opportunity

General Summary

Assists Director in tracking and scanning all insurance policies held by the Company. Supports timely policy renewals by preparing applications and supplying other documentation requested by insurance brokers and underwriters. Reviews and approves incoming claim reports and distributes information to interested parties. Obtains documents, reports and other materials from various sources to comply with existing policy requirements. Analyzes exposure and policy data and inputs same into various computer databases. Assists with resolution of property, general liability, workers' compensation and automobile insurance processing of premium invoices, distribution of insurance-related materials, and prompt response to routine documentation and information requests. Interacts with Corporate and regional offices to provide and gather information, organize data and provide customer service.

Essential Job Functions

Assists in the collection, analysis and data input of exposure and policy data for all lines of insurance carried by the Company.

Reviews and approves all online loss notification reports and distributes details to adjusters, insurance broker contacts, the accounting department and other interested parties. Ensures claim data is appropriately transferred to risk management information system.

Assists with resolution of property, general liability, workers' compensation and automobile claims by communicating with adjusters, tracking claim progress, providing relevant contracts and closing internal files upon claim resolution.

Prepares applications for insurance policy renewals. Obtains all supporting documentation, schedules and spreadsheets and verifies the accuracy of same. Coordinates submission of renewal documents to the insurance brokers.

Assists Director in completing quarterly acquisitions, dispositions, premium and catastrophe-exposure reports as required by the Company's insurance policies and/or Sarbanes/Oxley requirements.

Verifies development activity by collecting and organizing contracts, policies and insurance certificates and comparing to the Risk Management

Information System (RMIS) and certificate tracking software.

Maintains and updates the schedule of insurance for all insurance policies carried by the Company, and related business units. Responsible for verifying inventory of all insurance policies, including flood insurance, and scanning all policies into the Company's document management system. Follows up with insurance brokers and carriers to obtain any outstanding policies. Coordinates sending expired policies to outside storage.

Processes all insurance premium and other department invoices (except Fleet) through the A/P workflow system.

Distributes insurance materials to regional offices including auto ID cards, policy applications, safety training diplomas and the like.

Assists with routine insurance request processing including certificates, paid premium letters, policy inquiries and other related questions from Director, Accounting, Internal and External audit and the Regional Offices.

Interacts with Due Diligence, Accounting, Investments, Dispositions and regional offices to identify and resolve outstanding issues.

Performs related functions such as responding to routine questions from management and assisting in completing department projects.

Performs other duties as assigned, some of which may be essential to the job.

Preferred Skills

Knowledge, Skills & Abilities

Knowledge of general insurance policies, accounting and real estate at a level normally acquired through completion of a Bachelor's degree in risk management, real estate, finance or a related field.

Approximately two to three years related experience in an insurance brokerage, carrier or in-house risk management department is desired.

Good interpersonal, organizational and telephone communication skills to respond promptly to internal and external inquiries with courtesy and professionalism.

Good written communication skills including ability to prepare accurate and appropriate documentation and to review, proofread and check documentation for accuracy.

Computer skills necessary to enter and manipulate words and data and use standard microcomputer-based software to communicate with others, prepare documentation, and/or analyze data. Must be proficient in Microsoft excel and word.

Internal Contacts: All levels of personnel within the corporate and regional offices to gather and exchange information.

External Contacts: Insurance brokers, insurance carriers, claims professionals and other consultants regarding insurance policies, renewal documentation and other risk management matters.

Please Specify How You Would Like Alumni to Apply

To apply for this position, please visit the following link:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=37a2a0aa-e179-411b-8258-ad0aed621e52&cclId=19000101_000001&jobId=441831&source=CC2&lang=en_US
