



## RISK MANAGEMENT REPRESENTATIVE

Develops and administers risk management, safety, and loss control programs for policyholders, conducts telephone and on-site surveys of active and prospective clients, and works closely with both Claims Management and Underwriting departments to accomplish their goals.

### **Responsibilities:**

- Determine risk exposures in the workplace.
- Conduct thorough accident investigations.
- Conduct safety inspections and training.
- Interact effectively face-to-face with policyholders and potential policyholders.
- Effective and detailed report writing required.
- Flexible for daily and overnight travel.
- Ability to maintaining and prioritize daily schedule.
- Ability to follow instructions and adhere to prescribed routines and practices.
- Effective report writing.
- Complete tasks in a timely manner.
- Good communication skills.