## Job Description

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<th>Name:</th>
<th>Department:</th>
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<tr>
<td>Job Title:</td>
<td>Risk Analyst</td>
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<td>ADP Job Code:</td>
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<td>FLSA Status:</td>
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<td>Reports to:</td>
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<td>Last Revised:</td>
<td>February 2016</td>
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**Purpose:**
Supports account team and develops relationship with clients by providing risk analysis and meeting commitments on time sensitive tasks in a professional and punctual manner. Participates in Risk Analyst development program as outlined by the company.

**Essential Duties and Responsibilities:**
- Performs risk analysis studies not limited to compilations of underwriting information and coverage placement, loss forecasting and analysis in order to promote maximum protection of an organization’s assets and assist in loss reduction.
- Pulls and analyzes claims data to guide renewal discussions.
- Reviews accuracy of all policies, changes/endorsements, audits and other documents and assist in delivery of such documentation to clients.
- Assists clients and carriers with day-to-day email, phone, fax and mail requests for policies, endorsements, audits, certificates and/or auto id cards, accounting/billing, coordination of claims/loss control services.
- Works collaboratively with client executive and/or client manager in the marketing process including preparation of all necessary applications, submissions, proposals, presentations, and service plans for clients.
- Attends any required training sessions, courses, etc to maintain up to date skills and licensing requirements.
- Attends and conducts carrier meetings/functions as requested
- Maintains appropriate level of confidentiality and follow company policies and procedures.
- Other duties as assigned.

**Required Knowledge, Skills and Abilities:**
- Business degree including but not limited to Risk Management, Finance, Accounting and Marketing, and/or one to three years of experience in commercial insurance.
- Working knowledge of business office practices and procedures.
- Ability to establish work priorities and manage time effectively.
- Ability to work independently as well as in a team environment.
- Able to accept responsibility and stay focused under pressure
- Excellent customer service and interpersonal skills.

**Physical Requirements Necessary on a Regular Basis:**
- Manual dexterity, arm and upper body range of motion sufficient for use of a keyboard, mouse and telephone 7-8 hours per day.
- Speech and hearing sufficient for in-person and telephone communication 7-8 hours per day.
- Vision sufficient for use of a computer monitor.
- Ability to sit at a desk 7-8 hours per day.

**Additional Requirements:**
- Limited travel required