



Job Description Overview - Insurance and Asset Coordinator

PhilaPort has an exciting opportunity to join our team as part of the Port Finance and Administration Department located in Philadelphia, PA.

Responsibilities:

- Coordinate placement of property and liability insurance.
- General understanding of policies and procedures for reporting, investigation resolution, and delivery of claim information.
- Review all contracts, subcontracts and lease agreements for insurance compliance.
- Assist the accounting department to update the fixed asset schedule
- Coordinate and track capital asset management schedules
- Maintain a register of properties containing key infrastructure, equipment and other relevant data.
- Requires someone who can work both independently and collaboratively with our in-house team.

Minimum Requirements:

- Bachelor's Degree in a related field
- Working Knowledge of commercial property and liability insurance
- Pro-active attitude with team-oriented, collaborative working style and relationship building skills
- Proficiency in Microsoft Office programs specifically Excel
- The ability to handle multiple tasks in a fast-paced environment
- Valid US Driver's License
- Ability to obtain a Transportation Workers Identification Credential (TWIC) Visit: www.tsa.gov for information and requirements

Preferred Experience:

- Five years related experience in insurance, asset management, and/or real estate

About Us: PhilaPort is an independent agency of the Commonwealth of Pennsylvania, has as its primary mission the enhancement of water-borne trade and commerce. As an organization committed to economic development and job creation, the Authority seeks to generate activity that will maximize port-related employment and revenues by promoting the use of the Philadelphia regional port system by Pennsylvania based industries. The Authority has twelve active maritime and transportation related terminals. Port cargoes and the activity they generate are responsible for thousands of direct and indirect jobs in the Philadelphia area and throughout Pennsylvania. PhilaPort is committed to fostering an inclusive, accessible environment.

*Qualified candidate should e-mail a cover letter and resume to ecivera@philaport.com by **July 12, 2019**.*