



Manager- Insurance/ Risk Management

Job Overview

REPORTS TO: Senior Director of Finance and Administration

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate placement of property and liability insurance.
- Manage claims process, reporting, preliminary investigation, and transmission of claim information.
- Builds, maintains, manages relationships with brokers, claims adjusters, insurers, tenants and contractors, other claims-related parties.
- Work with tenants and internal staff to fulfill compliance of recommendations and risk exposure provided by insurance carriers.
- Promotes loss prevention, updating, monitoring and compliance with insurance procedures.
- Review all contracts, subcontracts and lease agreements for insurance compliance.
- Works on special projects as director by Senior Director

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in a related field
- Working Knowledge of commercial property and liability insurance
- Five years related experience in insurance or risk management (preferred)

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Pro-active attitude with team-oriented, collaborative working style and relationship building skills
- Excellent verbal and written communication 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

Qualified candidates should e-mail a cover letter and resume by **October 2, 2020** to ecivera@philaport.com

**Salary based upon Education and Experience*

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. The Authority is currently engaged in a Port Expansion plan that will expended almost \$300 Million in port capacity improvements over the next four years.

Employees are afforded a dynamic and challenging work environment. Employees are enrolled in the State Employee Retirement System and Pennsylvania Employee Benefit Trust Fund for medical, dental, and vision insurance.

PhilaPort is committed to fostering an inclusive, accessible environment, where all employees and stakeholders feel valued, respected and supported.

Employees are enrolled in the State Employee Retirement System and the Pennsylvania Employee Benefit Trust Fund for Medical, Prescription, Dental and Vision Insurance.