

## LOSS CONTROL SPECIALIST Buffalo Office

The concept of risk management is woven into everything we do. This is your opportunity to be part of our customer-centered philosophy, which allows us to design programs for our clients and provide services to minimize their risk.

### QUALIFICATIONS & SKILLS:

- Bachelors degree required
- Property & Casualty Brokers License and professional designations preferred
- Minimum of three (3) years in a similar or related position
- Broad-based knowledge of loss control skills
- Familiar with state and federal codes and regulations
- Excellent presentation skills
- Pertinent knowledge of insurance products, coverages and usages
- Flexible in schedule to meet timing requirements of client needs
- Extensive computer skills and knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Excellent verbal and written communication skills
- Strong organizational skills, attention to detail and multi-task abilities
- Results-oriented and resourceful
- Willingness to pursue continuing education
- Ability to work in a high-pressure, fast paced environment with significant telephone and personal disruption
- Ability to maintain a positive attitude, express enthusiasm and be flexible
- Ability to carry out complex tasks with many concrete and abstract variables
- Compatible with other employees
- Ability to work independently or as part of a team
- Appropriately attired for a professional office environment or client site conditions

### DUTIES & RESPONSIBILITIES:

#### Financial

- Develops awareness and supports, as appropriate, Scorecard Financial objectives
- Administers services on fee basis; records accurate service hours for billing purposes

#### Customer

- Conducts site surveys and consultation
- Analyzes data to identify injury/accident trends; makes recommendations with service plan for risk improvement
- Develops and implements loss prevention and safety awareness programs
- Conducts or attends client safety meetings
- Reviews carriers' loss control activity, visits and recommendations; addresses recommendations as required
- Participates in claim reviews
- Provides safety and loss control training
- Provides specialized services such as NY State Code 59 and 60 assessments, industrial hygiene testing, and/or client seminars on loss control subject matter as required
- Participates in presentations as required

#### Internal Business Process

- Remains current on OSHA, industry standards and state regulations
- Maintains complete and accurate documentation of all tasks in computer system

#### People

- Develops and maintains positive relationships with clients and prospects
- Maintains positive relationships with vendors supplying subcontracted loss control prevention services.
- Participates in projects on an as-needed basis
- Performs other duties as requested or required

**READY TO GET STARTED?**

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Rest insured.