

Risk Analyst 1

Summary

The San Jacinto River Authority is seeking to fill a Risk Analyst position in the Risk Management Department located in Conroe, Texas. This position will provide a high level of administrative support in the overall function and mission of SJRA's risk management program. Some of the duties include:

- Processes and reports all insurance claims.
- Assists in analyzing loss claim history, tracking claim costs, and creating reports to prioritize mitigation strategies to reduce losses.
- Assists with the implementation and maintenance of the computerized asset management system to centralize and maintain a database of all insured facilities, equipment, vehicles, and property to perform annual insurance renewals.
- Maintains the department SharePoint site to serve as a platform of resources for all SJRA divisions. This includes, but not limited to forms, training schedules, training library, manuals, policies and procedures for the Risk Management department.
- Assists in reporting, managing, and tracking Workers' Compensation claims.
- Conducts staff trainings to support the risk management, safety, and emergency response function for SJRA.
- Schedules meetings, conference calls, and assists with the coordination of the department calendars.

The pay range for this position is \$21.60 to \$26.40/hour commensurate with experience. SJRA offers a full benefit package including medical, dental & vision insurance, paid vacation and sick time, and retirement plan.

Requirements

- Associates Degree preferred with at least two years of related experience and/or training. Equivalent combination of education and experience considered.
- Proficient in Microsoft Office: Word, Excel, PowerPoint, and Outlook
- Working knowledge of Microsoft SharePoint highly desirable.
- This job requires attention to detail, discretion, good judgment, excellent inter-personal skills, excellent written and verbal communication skills, ability to multi-task, willingness to work as a part of a team and pursue excellence.
- Current Texas Driver's License with insurable driving record.

To apply & see a complete description of duties & requirements, please visit our website at www.sjra.net/about/careers and click on "Click here to search and apply for job openings at SJRA."