

JOB POSTING

The **Water and Sewer Risk Management Pool** (WSRMP) is a member-owned, public entity, self-insured organization that is “laser-focused” on protecting Washington State water and wastewater special districts. We have a rich 30-year history of providing industry-leading insurance coverage, specialized training, and exclusive risk management coupled with unsurpassed customer service. The Washington State Department of Enterprise Services Office of Risk Management provides regulatory oversight to our insurance pool.

We are a well-capitalized insurance pool in sync with our strategic plan to become the undisputed market leader in our industry. Despite our success, we still value “doing the right thing” for our members and maintaining a small company “family” atmosphere in our office.

Our coverage is extensive and includes all risk property protection, earthquake, flood, cyber, terrorism, pollution, general liability, public officials’ liability, auto liability and employment practices liability.

There is a rare opportunity for you to join WSRMP as a **Claims Supervisor I** in our Bellevue, WA office.

Overview of Role

This is a high visibility position and a critical link to our pool’s continued success. Your daily responsibilities will include significant interaction with our members, service providers, consultants, Executive Director, Executive Committee, other staff members, regulators and the general public. The open case load averages 40-60 claims with most being liability-related and smaller in dollar value. You will have access to a Salesforce claims application to manage the claims cycle and prepare management reports. Our actuary will depend upon your analysis and expertise to prepare their regular reports and our annual allocation model. You will make presentations to our membership at the semi-annual meetings. You will also help coordinate member-training services like webinars and educational courses throughout the year.

Job Responsibilities

1. Serves as the primary claims contact for members, claimants, auditors, regulators, actuaries and independent adjusters.
2. Manages the lifecycle of property and casualty claims including but not limited to set-up, data entry, investigation, analysis of coverage, reserve setting, hiring of independent adjusters and settlement negotiations.
3. Creates/maintains management level reports using Salesforce based software for the Executive Director and Executive Committee.
4. Prepares/presents large value claim summaries to our Executive Committee at monthly meetings.
5. Assists with scheduling loss prevention/educational seminars for our members.
6. Provides back-up administrative support when necessary for underwriting and other functions.

Preferred Qualifications, Skills and Competencies

1. Highly detail-oriented individual with strong ethics, problem solving aptitude and exceptional ability to interact with members, vendors, directors and staff in a courteous, professional and positive manner. Looking for a self-starter that can collaborate well in a small group environment.
2. Verifiable proficiency and experience managing the claims cycle for property and liability issues including the capability to compile data, analyze results and present findings to management.
3. Significant familiarity with insurance policy language, coverage structure, terms and conditions.
4. Solid knowledge of Microsoft Office Suite, web-based apps and other basic office devices.
5. Current employment or past experience in public entity pooling preferred but not required.
6. Ability to multitask under moderate deadlines and has the “go the extra mile” mentality.
7. Loss prevention/risk management experience and training skills are highly desired.
8. College degree with emphasis in Finance, Insurance, Risk Management or equivalent professional experience.

Competitive salary based upon competencies. Excellent benefits including 10 paid holidays, PTO, sick leave, pension program, retirement plan and paid healthcare coverage. Telecommute potential.

Please submit a cover letter and resume to the Executive Director at carye@wsrmp.org. We look forward to hearing from you.