



POSITION: Risk Management Coordinator
REPORTS TO: Director Risk Management
Job Level: 7

Responsibilities:

- Provide administrative support to the Risk Management Department
- Maintain the Risk Management Dept.'s office files, including records management
- Manage electronic and paper files in accordance with retention policies, including scanning
- Maintain an archive of the Corporation's insurance policies – current and past policies, including acquisitions and/or divestitures
- Maintain contact list for email distribution
- Coordinate information requests for reporting/underwriting purposes including the preparation, emailing, collection, of regularly scheduled reports
- Assist with completion and review of insurance submissions.
- Assist with consolidation and other tasks as required
- Assist with creating quarterly reports.
- Tracking of claims information, etc.
- Management of US Auto Fleet listing, reporting, updates, etc.
- Manage Travel Policy reporting requirements
- Certificate of Insurance Request
- Point person to liaise with broker for OPCO COI requests and auto card requests
- Loss Prevention, & Infrared Reports – documentation management
- Other duties as assigned

Qualifications:

- Secondary School Diploma with 2 – 5 years of solid work experience required
- College Diploma in Business Administration, an asset
- University degree, an asset
- Insurance experience, an asset
- Strong time management, ability to handle deadlines and fluctuating workloads with changing priorities
- Intermediate knowledge using MS Office Suite of software (Excel, Word and PowerPoint)
- Excellent written and oral communication skills
- Excellent organizational and attention to details skills
- Must be flexible, with attention to attendance and punctuality
- Must be able to work independently and within a team
- Detail oriented individual with proven analytical and problem solving skills
- Desire to continually improve processes and systems

CCL is a global specialty-packaging pioneer and the largest label company in the world providing innovative solutions to the Home & Personal Care, Premium Food & Beverage, Healthcare & Specialty, Automotive & Durables and Consumer markets worldwide. We operate 119 state-of-the-art manufacturing facilities in North America, Latin America, Europe, Asia, Australia and Africa.

Please go to www.cclind.com for more information. If interested please send me your resume please send your resume ccltorontojobs@cclind.com



CCL Industries has an accommodation process in place and provides accommodations for individuals with disabilities. If you require a specific accommodation because of a disability or a medical need, please indicate this during the application process so that arrangements can be made for the appropriate accommodations. Only candidates selected for an interview will be contacted.

Job Type: Full-time

Experience:

- Insurance Admin or Insurance Coordinator: 2 years (Preferred)