

Job Title: Insurance Analyst II

Department: LEGAL DEPT / Risk and Insurance

Employment: Full Time / Salaried

Location: TBD

Basic Job Functions:

The Insurance Analyst for Risk and Insurance will report directly to the Manager of Risk and Insurance. The Insurance Analyst is responsible for administering approved risk management and corporate policies and procedures as directed by the Manager of Risk and Insurance. Duties will include assisting in the procurement and placement of required insurance products, assisting in the handling of claims and loss control activities, coordinating with third-party service providers including brokers, insurers, sureties/bonding companies and other TPAs, preparing loss analyses, administering approved insurance and risk management programs and monitoring, updating and reporting on compliance with insurance procedures.

Key Responsibilities

1. As directed by the Director of Risk & Insurance, implement and administer approved risk management department and corporate policies and procedures.
2. To provide insurance and risk management support to the various operating groups and projects.
3. Provide project insurance bid reviews, insurance and bond requirements, pricing and other information necessary to assist estimating personnel within the operating group work performed either by the company or through a joint ventures.
4. Assist in reviewing and determining casualty or property risks in the construction operations of the company and recommend methods to eliminate, control, minimize, assume or insure those risks.
5. Provide support to the Manager of Risk and Insurance in the selection of and negotiation with brokers and carriers, concerning coverages on behalf of the company.
6. Assist the job with the investigation and settlement of builders' risk, property and contractor's equipment claims.
7. Assist in the development and maintenance of an integrated corporate insurance program which will protect the financial position of the company covering property and casualty risks.
8. Prepare clear and concise specifications for insurance renewals.
9. Obtain and provide certificates of insurance and/or binders to districts and job offices.
10. Obtain special insurance coverages such as builders' risk insurance, pollution liability, protective liability, etc. required by contract to adequately insure our projects.
11. Assist in project contract review and negotiations as they relate to insurance and risk.
12. Work with operating group personnel in responding to their insurance and risk management needs, binding coverage and processing property related claims.
13. Work with other Corporate departments involving legal and financial issues.
14. Communicate regularly with others involved with the company's risk management and insurance program including insurance agents, brokers and professional organizations to

maintain systematic contact and up-to-date knowledge of the developments within the industry.

Minimum Job Requirements:

1. BS/BA Undergraduate Degree
2. A minimum of two (2) years property casualty experience (insurance brokerage, claims adjusting, underwriting or risk management).
3. Demonstrated abilities in sound judgment, planning, organizing, creativity, communication and a strong work ethic with a willingness to place work related objectives ahead of personal interests.
4. Excellent analytical, organizational, interpersonal, verbal and written communication skills.
5. Effective time management skills.
6. Proficient use of all Microsoft Office Suite programs.
7. Ability to travel as needed for educational purposes, broker meetings, to project sites, or conferences, expected to be less than 10% of the time.

Note: Job Description is subject to change at any time and may include other duties as assigned.

Physical Requirements:

1. Will sit, stand or walk short distances for up to the entire duration of a shift/work day.
2. May stoop, kneel, or bend, on an occasional basis
3. Required to use hands to grasp, lift, handle, carry or feel objects on a frequent basis
4. Must be able to comply with all safety standards and procedures
5. Will lift, push or pull objects pounds on an occasional basis
6. Will interact with people and technology frequently during a shift/work day
7. Will use telephone, computer system, email, and other electronic devices on a frequent basis to communicate with internal and external customers or vendors

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