



**IMT Residential, a leading nationwide multi-family residential investment and property management firm headquartered in Sherman Oaks, California, is seeking a Risk Management Analyst. This position reports up to the Director of Risk Management. We're a rapidly growing company with a fabulous opportunity for the right candidate.**

**The Risk Management Analyst is responsible for: (a) administering general liability, property and workers' compensation claims; (b) facilitating communication among company, claimant and adjusters; (c) providing various analyses; and (d) assisting in legal preparation.**

### **Essential Duties and Responsibilities**

- Administer all general liability and workers' compensation claims, as well as assist in all other claims. This involves communication with the field operations, TPA, legal counsel, etc.
- Report all claims to insurance carriers in a timely manner.
- Review and respond to all incident reports in a timely manner.
- Research and investigate all compliance issues.
- Review all vendor insurance certificates for adequacy.
- Process all payments and ensure proper coding.
- Assist in collection of underwriting data for insurance renewals.
- Assist in the day-to-day activities with insurance broker.
- Assist with any special projects, as they arise.

### **Requirements**

- Must have solid general liability or workers' compensation claims handling experience.
- Must have a good understanding of insurance and risk management.
- Must possess excellent time management skills, organization, and flexibility. Ability to handle a variety of tasks simultaneously and be detail oriented.
- Strong analytical, problem solving and critical thinking abilities.
- Ability and desire to work in a team environment.
- Bilingual (English/Spanish) preferred. Ability to read, write and translate effectively.

### **Qualifications and Experience**

- Bachelor's degree in Business or other related fields.
- A minimum of 3 years of experience in the area(s) of insurance, claims, and/or risk management.
- Excellent oral and written communication skills.
- Strong computer skills particularly Excel, Word, and Power Point.

**Salary:** DOE  
**Contact:** Steve Shin, Director of Risk Management or Donna Gooch, VP/Human Resources  
**Phone:** 818-784-4700

We are located in the Sherman Oaks Galleria and offer comprehensive benefits. Local candidates only.

**For immediate consideration, please submit your resume to: [jobs@imtresidential.com](mailto:jobs@imtresidential.com)**

**Refer to our website: [www.imtresidential.com](http://www.imtresidential.com)**

**IMT Residential is an Equal Opportunity Employer**