

Risk Management Analyst

Job Description

POSITION TITLE: Risk Management Analyst

POSITION PURPOSE:

Support the Risk Management Department in protecting the Company's assets, associates and customers from insurable risk of loss through the management of insurance underwriting data, loss control, claims handling, and safety technical support.

ESSENTIAL FUNCTIONS:

Assist with managing to completion and in a precise/timely manner, workers' compensation, general liability, marine, and property claims and maintain the physical files for all claims.

Obtain certificates of insurance upon request (maximum time - 2 work days). Ensure all renewed insurance policies have the correct certificates - worldwide. Direct communication with the worldwide insurance brokers and GUESS? associates for accuracy and timeliness of delivery for all certificates. Maintain a complete library, by year and coverage, of the certificates on the shared drive.

Collect and maintain the information on Origami (Risk Management Information System) for the Schedule of Values (SOV) required for the worldwide property and casualty programs. Ensure the SOV is kept current by tracking store openings and closures. Obtain values and COPE information for of any new warehouses/locations and report to insurance broker immediately. Make up and submit required quarterly audits to the brokers after review with Sr. Director and Workers Compensation - WC/Safety Manager. Maintain and complete accurate records on all insurance renewals Assist with the development and maintenance of budget forecasts.

Perform key administrative functions to increase the productivity of the department such as but not limited to: process all invoices in a timely/accurate and complete manner, check invoices against approved charges, track invoices both manually and online, work closely with Accounts Payable to ensure accuracy and timeliness.

Develop and maintain schedules to reflect causation, amounts, and allocation for various safety issues. Support the quarterly actuarial analysis and to maintain SOX compliance, review of loss runs for all lines of insurance. Use sound judgment to analyze and develop risk reducing recommendations based on technical skills and experience.

EDUCATION: Bachelor's Degree preferred

YEARS OF EXPERIENCE: 4-6 Years

Location

Los Angeles

Salary Minimum

\$70,000.00

Salary Maximum

\$80,000.00

Base salary will be determined on various factors, including but not limited to, market data, internal equity, relevant background, and experience for the specified role. GUESS?

Corporate employees are eligible for benefits such as medical, dental, vision, life, 401k, tuition reimbursement, PTO, on-site gym, employee discounts and more!

Apply: Go to <https://www.guess.com/us/en/careers.html>. Click GUESS Corporate Jobs.