



Corporate Headquarters
1111 Fairview Ave N
Seattle, WA 98109
Phone: 206.652.1111

www.saltchuk.com

CAREER OPPORTUNITY

JOB TITLE: Insurance Manager
LOCATION: Seattle
REPORTS TO: Senior Director of Risk Management
POSTED: January 25, 2016
CLOSES:

POSITION SUMMARY

This position is responsible for managing a portfolio of 70+ insurance policies for a dynamic, privately-held northwest company providing shipping & logistics, air cargo, marine resources, trucking and petroleum distribution services throughout the U.S.

SALTCHUK OVERVIEW

Saltchuk is a family-owned, diversified transportation and distribution company headquartered in Seattle. With consolidated revenue of nearly \$3 billion and approximately 7,500 employees, Saltchuk is ranked among the largest privately held businesses in Washington. Saltchuk companies provide air cargo, domestic shipping and logistics, international shipping and logistics, marine services, petroleum distribution and trucking services throughout North America. We believe in—and champion—the inherent value of our companies' individual brands. The Corporate office provides leadership and resources to our companies, but not direct management of their operations. We do, however, provide integrated leadership in finance, risk management, human resources and internal audit. A primary function of the Corporate Home is to deploy capital and manage debt. Although the company has grown considerably since its' founding in 1982, the Corporate Home employs about 50 people and has retained the collegial and entrepreneurial culture of a much smaller organization. Saltchuk is a values-driven organization, committed to safety and taking care of its employees, communities and the environment.

JOB RESPONSIBILITIES

The Insurance Manager will manage renewal processes for the corporate insurance program, from compilation of underwriting information to analyzing proposals and quotes, to policy document review. Work collaboratively with brokers and subsidiary companies throughout the renewal cycles to ensure that documentation and deliverables are accurate, complete and on time. Gather and analyze data on exposures, loss history and subsidiary coverage needs. Attend, and in some cases set up, pre-renewal, renewal and post renewal recap meetings. May bind coverage on routine placements. Serve as liaison for items such as certificates, auto IDs, location additions, WC posting notices, summaries of insurance and policy transmittals. Prepare annual insurance budgets for subsidiary companies. Manage routine risk management inquiries, such as coverage or claims questions, from Saltchuk subsidiaries.

This position will manage electronic policy records, maintain corporate and subsidiary policy registers, and ensure that policies, endorsements and related documents throughout the policy term are accurate. This position will maintain the policy register in the risk management information system and develop insurance, claims and cost of risk reports for metrics and benchmarking.

Opportunities for career growth in a company with a high priority on ethics, safety and commitment.



QUALIFICATIONS

Education

- BA degree required
- ARM or CPCU required

Experience and Skills

- Property/ casualty insurance policy knowledge required
- Brokerage and/or claims experience required
- Collaborative work skills required
- Excellent interpersonal, written, verbal communication skills required
- Strong Excel skills required
- RMIS knowledge a plus
- Experience in marine, aviation and/or trucking insurance a plus
- Accounting knowledge or experience a plus
- Contract review experience a plus

Qualified applicants should respond by sending their resume and cover letter to:

Colleen Rosas, SVP, Human Resources, Saltchuk

Careers@saltchuk.com | 1111 Fairview Ave North | Seattle, WA 98109

Saltchuk is a family of diversified transportation and distribution companies with a vision to serve our customers by being the best in North America. We value safety, reliability, and commitment to our organization -- in a work environment where anyone would be proud for their children to work. Please see www.saltchuk.com

Equal Opportunity Employer