



Corporate Headquarters  
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[www.saltchuk.com](http://www.saltchuk.com)

## **CAREER OPPORTUNITY**

**JOB TITLE:** RMIS Manager  
**LOCATION:** Seattle  
**REPORTS TO:** Senior Director of Risk Management  
**POSTED:** January 18, 2016  
**CLOSES:**

## **POSITION SUMMARY**

This position is responsible for managing the risk management information system (RMIS) for a dynamic, privately-held northwest company providing shipping & logistics, air cargo, marine resources, trucking and petroleum distribution services throughout the U.S. The RMIS currently has 100+ users and is the company's database of record for incidents & claims, exposure and policy information. The RMIS manager is charged with developing utilization of the RMIS to the fullest extent possible, from claims administration to exposure and policy management to insurance invoicing and audits.

## **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 RMIS manager is responsible for integrating existing subsidiaries and newly acquired companies into the RMIS. The RMIS users group is anticipated to grow by at least 10% per year. The RMIS manager will work collaboratively with subsidiary companies to identify their RMIS needs, train personnel and implement solutions consistently across all companies and lines of coverage. As the company's designated system administrator, the RMIS manager will be the RMIS provider's main point of contact. The RMIS manager will develop and implement interfaces with subsidiaries' internal systems, such as HR and Operations; and will implement downloads from external sources, such as insurer loss runs. The RMIS manager will implement RMIS policies and procedures developed by the company to ensure consistent claims administration and documentation across all companies and lines of coverage. The RMIS manager will facilitate RMIS audits by internal audit staff.



This position is also responsible for reporting quarterly safety statistics to executive management; managing claim payments in the company's marine self-insured retention; and assisting the finance team with insurance policy invoicing and payments. This position may be asked to assist on policy renewals, from underwriting submissions to allocations, as needed. This position may be asked to assist with policy audit reconciliation, as needed.

Some travel required.

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

### **QUALIFICATIONS**

#### **Education**

- BA degree required
- ARM or CPCU preferred

#### **Experience and Skills**

- RMIS experience required (preferably, Origami)
- Risk management experience required
- Accounting knowledge or experience required
- Claims experience required
- Collaborative work skills required
- Excellent interpersonal, written, verbal communication skills required
- Strong Excel skills required

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

Colleen Rosas, SVP, Human Resources, Saltchuk

[Careers@saltchuk.com](mailto: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](http://www.saltchuk.com)*

*Equal Opportunity Employer*