

Job Title: Loss Control Consultant

Department: Loss Control

Reports To: Loss Control Manager

Coordinates With: Underwriting/Policy Services, Accounting/Audit, Agents and Policyholders

JOB SUMMARY:

Performs loss control for policyholders; reviews, schedules and follows Loss Control Service Plan; completes loss control visit reports and prepares letters for follow up with recommendations for policyholders.

ESSENTIAL FUNCTIONS:

- Performs loss control visits for policyholders
- Uses and inputs data into written templates for loss control visits
- Types loss control reports – with findings from loss control visits
- Completes Visit Tracking entries and monthly expense reports
- Implements Loss Control Service Plan
- Provides information to Loss Control Admin. Assistant for updates to spreadsheets
- Schedules appointments, assists policyholders as requested, develops tools for policyholders, prepares survey kits and completes reports
- Utilizes subject matter provided in loss control meetings
- Seeks and identifies new recommendations for loss control meetings

QUALIFICATIONS/EXPERIENCE REQUIRED:

- Excellent computer skills using Microsoft Word, Excel, PowerPoint, and Outlook
- Excellent verbal and written communications
- Must be able to handle multiple tasks, take initiative and work independently
- Minimum 5 years Loss Control & Safety
- Designation preferred

EDUCATION REQUIREMENTS:

- College Degree
- Insurance Designation preferred

This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual with this job description. The individual may be called upon and required to follow other instructions or perform other duties requested by his or her manager consistent with the purpose of the position, department and/or company objective.