

# JOB DESCRIPTION

**Title** Manager, Contracts & Insurance

**Reports To** Vice President, Risk Management

**Department** Risk Management

**Classification** Exempt

**Position Type** Full Time

**Job Code** MCI

## POSITION SUMMARY

Provide risk management services on company contracts (including but not limited to review and negotiation), review of subcontractor and vendor insurance compliance, develop, monitor & update subcontractor and vendor insurance requirements per project, supervise the issuance of certificates of insurance and endorsements, assist with the renewal of insurance coverages, assist with coverage opinions on claims and litigated matters, CIP enrollments, premium analyses, rate breakdown, etc. while conducting yourself in a manner consistent with KHS&S core ideology. As an employee owner, act in the company's best interest and in support of the organization's overall goals and objectives.

## ESSENTIAL FUNCTIONS

The essential duties and responsibilities of the Manager, Contracts & Insurance consist of, but are not limited to, the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

### A. Contract Management

- i) Partner with operations, estimating, and project administration to review contracts (upstream & downstream).
- ii) Partner with operations and/or estimating to negotiate contracts (upstream & downstream).
- iii) Maintain the corporate and non-project related contracts on Smartsheet.
- iv) Create archive of risk management files as it relates to contracts.

### B. Insurance Management

- i) Collect, create, input, and organize all information necessary for insurance renewal; audits; compliance with underwriting subjectivities, etc.
- ii) Review, assist with, and complete CIP enrollments.
- iii) Review and manage renewal certificates, endorsements, etc.
- iv) Review and approve certificates and endorsements from subcontractors and vendors.
- v) Draft project specific insurance exhibit for contracts for subcontractors and vendors.
- vi) Organize, maintain, and store all insurance policies for the Company.

### C. Other Duties

- i) Manage RIMS intern scholarship application and administration.
- ii) Assist with litigation management, claims management, training other team members, etc.
- iii) Provide Risk Management trainings.
- iv) Attend seminars/educational training programs as required.

## ADDITIONAL RESPONSIBILITIES

### A. Supervisory

- i) This position does not have any direct supervisory responsibilities.

### B. Meetings

- i) Attend Risk Management meetings, as scheduled.
- ii) Attend annual company meeting.

## POSITION REQUIREMENTS & QUALIFICATIONS

- A. Education:** Bachelor's Degree required, JD preferred. CRIS designation required. ARM or CRM designation preferred.
- B. Experience:** Required 7-10 years of contract negotiation, drafting, review, and in-depth insurance coverage knowledge; general contractor or construction industry experience strongly preferred. You may substitute (on a 3 to 1) basis, years of experience in lieu of meeting educational background.
- C. Skills:** Extensive knowledge of construction contract terms & conditions; insurance policy coverages and terms & conditions; must have strong presentation skills and be detailed oriented; must have strong knowledge and understanding of insurance coverage and construction contracts; broad knowledge of legal/regulatory environments for both contracts and insurance; in depth understanding of insurance markets, including trends in coverage, pricing, and market appetite. Proven ability to maintain confidentiality, handle multiple tasks, prioritize, and have a customer service attitude.
- D. Physical:** Includes sitting, standing, reaching, walking; use of hands, arms, legs, and feet. Must be able to see and hear (with mechanical assistance if necessary) sufficient to understand and comprehend individual one-on-one conversations.
- E. Communication:** Must be able to read, write and speak English fluently. Ability to communicate effectively and positively with customers, vendors and employees.
- F. Computer:** Proficient with MS Office (Word, Excel, Outlook, PowerPoint), Bluebeam, and Smartsheet.

## WORKING CONDITIONS

- A.** This person will work in a temperature-controlled environment with little noise while in the office and varied conditions when at a project site. Project sites may have uneven surfaces, may not be temperature-controlled, and require stairs, scaffolding, manlift, etc. to access various locations.
- B.** This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.
- C.** Travel will be required from time to time. Visits to project sites will be required from time to time.

## MEASURE OF PERFORMANCE

- A.** Are primary responsibilities handled accurately and timely?
- B.** Are goals met on a consistent basis?
- C.** Does employee conduct themselves in accordance with the core ideology?

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand and agree that management retains the right to change this job description at any time.

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Manager, Contracts & Insurance

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Vice President, Risk Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Send inquiries to Ashley Price at [ashley.price@khsswest.com](mailto:ashley.price@khsswest.com).