

**DAYMON WORLDWIDE DEMOS
NON-EXEMPT JOB DESCRIPTION**

TITLE: RISK MANAGEMENT COORDINATOR

REPORTS TO: RISK MANAGER **DATE:** July 12, 2007

DEPARTMENT: HUMAN RESOURCES

GENERAL SUMMARY:

This is a confidential position accountable for providing administrative support to the Risk Manager and the Human Resources Department.

Principal Duties and Accountabilities:

- Report and record workers' compensation and general liability claims to the insurance provider.
 - Assist in the investigation of injury claims and accident factors by obtaining, gathering, and reviewing evidentiary documentation.
 - Liaise with insurance carrier, injured employees, members of the public, as well as operation supervisors and departmental staff for multiple company divisions.
 - Coordinate the transfer of claims to third parties.
 - Coordinate the return to work and leave of absence programs relative to work related injuries.
 - Prepare employment and wage statements as required.
 - Maintain risk management records and manage claim diary system.
 - Assist with the department filing, recordkeeping and additional human resources administrative duties.
 - Other duties as required.
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Minimum Position Requirements and Specifications:

High School Diploma or equivalent. Two (2) years of administrative support experience, preferably with exposure to workers' compensation claims coordination and/or general Human Resources administrative experience. Must possess advanced MS Office computer skills including Excel. This position regularly requires excellent use of the following skills: written and oral communication skills; ability to read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with others encountered in the course of work, some of whom may be dissatisfied, angry and/or abusive.

Application Instructions: E-mail resume to jwalker@daymon.com