

# Matheson

Reporting directly to the Risk and WC Manager, the Administrative Coordinator will provide ongoing support to the Risk and Safety Department. This role will function as an administrator that will schedule and plan meetings, prepare safety memos, document safety compliance, manage information requests, filing, organizing, coordination of services and other administrative support for the department.

## Administrative Support

- Administer third party vendor safety management systems
  - Data entry for compliance, new hires, and worker's compensation
  - Research and compile documents or information in support of safety and risk
  - Track and record active injury and general liability claims, assist with appeal submissions and coordinate external support where required
  - Provides administrative support of the workers compensation program for the department
- Knowledge | Skills | Abilities
- 3+ years of experience in Safety & Risk department.
  - Knowledge of DOT compliance preferred.
  - Principles, trends, methods and procedures pertaining to risk management, insurance programs, worker's compensation, liability, and employee safety programs.
  - Ability to provide excellent customer service and maintain confidentiality.
  - Ability to build and maintain strong relationships with managers and external vendors.
  - Ability to research, analyze data, identify risk and safety trends and determine solutions.
  - Proficient in Microsoft Word, Excel and PowerPoint.
  - Ability to quickly gain knowledge of business environment, company and customer needs and key development and performance indicators.
  - Ability to ensure compliance with appropriate laws, regulations and policies.
  - Strong interpersonal skills including listening, communicating, and interviewing.
  - Strong attention to detail and follow through.

Education: Bachelors or equivalent education & experience is desired.

Compensation: Competitive based on experience.

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