

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting **Full-time Unionized** opportunity in the **Office of the City Clerk** for an experienced and motivated individual

**Risk and Claim Administrator
(J0622-0608)**

Vaughan is a city on the move. With a downtown core rising from the ground – the Vaughan Metropolitan Centre, a state-of-the-art hospital opened its doors in 2021 – the Cortellucci Vaughan Hospital, and a bustling subway, exciting projects are transforming the community. Be a part of something amazing and build your career at the City of Vaughan.

The City of Vaughan is an equal opportunity employer serving one of the fastest-growing municipalities in Canada, we are an organization committed to diversity and inclusivity, providing a thriving work environment, excellent benefits, learning and growth opportunities and a place where collaboration and teamwork are fostered. As one of the [Greater Toronto's Top Employers for 2022](#), we continuously employ workplace best-practices – and they're getting noticed! Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Reporting to the Manager, Risk and Registration Services, is responsible for providing administrative services including data entry pertaining to insurance claims and maintenance of insurance claims files and the collection of required paperwork from both internal and external sources. Provides administrative services, such as insurance applications, policy wordings, invoices and all other risk related work from both internal and external sources. This position will provide administrative support for the Claims Analyst, the Risk Analyst and the Manager. This role will coordinate the payment of all insurance policies and claim related costs.

Qualifications and experience:

- Two (2) year College Diploma in Business or suitable equivalent.
- Working towards a Certified Insurance Professional (CIP) and/or Canadian Risk Manager (CRM) designation.
- Minimum three (3) years' experience in a similar administration role.
- Basic understanding of insurance, claims and risk management.
- Working knowledge of computer applications including Microsoft Office, Microsoft Outlook, and Microsoft Teams.
- Demonstrated ability to deal effectively and courteously with the public, City staff, and external agencies.
- Demonstrated ability to work independently and in a team environment.
- Knowledge of Cloud Based computer/claim system an asset.
- Knowledge of, and demonstrated ability in, the city's core competencies and relevant functional competencies.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [visit our website](#) to apply online by **July 7, 2022**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions. The City of Vaughan has implemented a [mandatory vaccine policy](#) for all its employees. The City will comply with its human rights obligations, make exceptions for applicable medical conditions and accommodate employees legally entitled to accommodation.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.