

RISK MANAGER ADMINISTRATIVE ASSISTANT

Contemporary Services Corporation (CSC) is recognized as the worldwide pioneer and expert in the crowd management field with a history of delivering exceptional services for events and venues from as small as one guest to multi-day events hosting hundreds of thousands. We are looking for someone to join our team in the role of Risk Manager Administrative Assistant. This is a great Entry Level position with incredible opportunities to learn from the best experts in the Risk Management and Events Industry fields!

COMMITMENT: Full-Time

LOCATION: Northridge, CA

COMPENSATION: Salary plus benefits

BENEFITS: 401(k), Medical Insurance, Dental Insurance, Vision Care Insurance, Life Insurance, Voluntary Life Insurance, Long/Short Term Disability, ESOP – Employee stock ownership program, Vacation Time

JOB SUMMARY:

The Risk Manager Administrative Assistant reports directly to the Risk Manager and is responsible for providing administrative support to the Risk Management Department.

EDUCATION & EXPERIENCE:

Bachelor's degrees in Business, Management, or another related field.

RESPONSIBILITIES:

- Assisting the Risk Manager in day-to-day activities including the coordination and management for meeting and schedules, email management, and other general office duties
- Support the Risk Manager in the preparation and execution of health benefits, including monthly and yearly ACA benefits open enrollments
- Assist with insurance renewals for multiple entities and lines of coverage
- Review Certificates of Insurance and advise Risk Management of any deficiencies
- Review driver MVRs and schedule trainings for employees
- Complete quarterly insurance filings (NY Disability)
- Attend quarterly workers' compensation claims review meetings and analyze loss trends
- Update and maintain workers' compensation and risk management databases

- Assist in investigations, correspondence, and follow-ups regarding workers' compensation matters
- Submit and track invoices to ensure payments are made in a timely manner
- Assist in the formatting, preparation, and proof-reading of documents
- Maintain and organize physical and digital files

QUALIFICATIONS:

- Computer data entry and MS Office skills
- Excellent communication skills, both written and spoken
- Ability to handle private, sensitive, confidential information appropriately
- Strong attention to detail and organization

ABOUT CONTEMPORARY SERVICES CORPORATION (CSC):

Established in 1967, CSC is the world leader in crowd management and event security. CSC's esteemed clientele base includes more than 150 stadiums and arenas, over 100 universities and colleges, more than 30 convention centers, and numerous clients within the professional ranks of MLB, MLS, NBA, NFL, NHL, and NASCAR. CSC has also provided services for the world's most prestigious special events, including Collegiate Bowl Games, NCAA Final Four Tournaments, Ryder Cup, Presidents Cup, US Open Tennis, Kentucky Derby, 30 Super Bowls, 10 Olympic Games, 4 Presidential Inaugurations, 3 Papal Visits, and 2 FIFA World Cups. CSC operates 49 branch locations throughout the United States and Canada. For more information, please visit our website www.csc-usa.com.

Please forward all resume submissions to: Annmarie Villiers-Furze – afurze@csc-usa.com