

## Associate Insurance Administrator

Pittsburgh Regional Transit is seeking a Associate Insurance Administrator to assist Insurance Administrator in all aspects of overseeing administration of first party property, casualty services, data entry, filing, and other third-party services required to protect the interest of and mitigate the financial and liability risks of the Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Assists Insurance Administrator in compiling and assimilating pertinent information to develop a marketing initiative for the PRT's insurance policies and makes recommendations to Director of Legal & Consulting Services and Chief Legal Officer about procuring and/or maintaining insurance policies and/or bonds. Assists Insurance Administrator in serving as a liaison between the PRT and its broker(s), insurance agents, underwriters, and loss prevention engineers, and manages day-to-day activities of broker

### Essential Functions:

- Assists Insurance Administrator in compiling and assimilating pertinent information required to develop a marketing initiative for each of the PRT's property and casualty insurance policies to present to the carriers to obtain a competitive quote and makes recommendations to Director of Legal & Consulting Services and Chief Legal Officer relative to procuring and/or otherwise maintaining existing or potentially new property and casualty insurance policies and/or bonds for the PRT based upon PRT's evolving business needs and emerging areas of financial and liability risk.
- Assists Insurance Administrator as liaison between the PRT and its broker(s), insurance agents, underwriters, and loss prevention engineers and manages day-to-day activities of broker.
- Assesses risk and assigns property and casualty insurance requirements, for each contract (including license agreements) based on the scope of services provided by the relevant PRT department(s) or work being performed by third parties on or adjacent to PRT property. Objectively and timely evaluate potential hazards, analyze the magnitude of the potential loss, and the probability of loss occurring to assign insurance requirements and limits.

### Job requirements include:

- Associate's degree or two (2) years of college in business administration, risk management, or related field from an accredited college or university. Related experience may be substituted for the education on a year-for-year basis.
- Minimum of one (1) year of property and casualty insurance related experience. No required certifications or licenses.
- Ability to multi-task and handle/prioritize numerous matters concurrently.
- Demonstrated ability in the use of Windows.
- Effective and professional communication skills.
- Ability to accompany various insurance personnel on PRT construction sites.

### Preferred attributes:

- Bachelor's degree in administration, business, risk management or related field from an accredited college or university.
- Possess and maintain Property and Casualty producer license.
- Excellent and proficient writing skills.
- Flexibility in customer relations, both inter-departmental and with external parties.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Glenn Huetter  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[GHuetter@RidePRT.org](mailto:GHuetter@RidePRT.org)  
EOE