



## **Job Description – Associate Worker’s Compensation**

The WC Associate will be responsible for conducting national financial exposure analysis and trend reporting for existing clients. The candidate will be completing numerous consulting mandates for national client mainly by measuring their performance, creating budgetary planning reports through experience rating forecasts and evaluating the potential risk and cost saving opportunities.

### **Responsibilities include, but are not limited to:**

- Conduct financial projections for all provinces.
- Create quarterly client reports, including injury frequency, severity, claim performance impact on premium and procedural SWOT analysis.
- Create annual financial exposure analysis and trend reporting.
- Develop WC financial projections programs.
- Provide training for clients on the calculation of NEER and other experience rated programs.
- Gathered injury data and claim cost information to generate analytical reports for clients and internal review.
- Create PowerPoint reports outlining client performance
- Present with the Account Executive the client’s annual report
- Other projects and tasks as assigned

### **Additional responsibilities (asset):**

- Manage workers’ compensation claims for a number of large national clients.
- Coordinate between stakeholders throughout the claim process and provide timely intervention on high cost claims.
- Consult with clients on complex claims and health and safety issues.

### **Qualifications:**

- Minimum 5 years of experience is WC financial projection calculations.
- Strong understanding of the Workplace Safety and Insurance Act in Ontario, and Workers’ Compensation Acts in British Columbia, Alberta, Manitoba, Saskatchewan, New Brunswick, Nova Scotia and Newfoundland.
- Strong Microsoft Excel, and PowerPoint skills.
- Experience in creation of trend analysis.
- Bilingual
- Experience is managing WCB claims



- Strong interpersonal and helping skills along with superior assessment and problem solving skills.
- Demonstrated ability to manage complex tasks under tight deadlines is a core competency to be successful in the role.
- Attention to detail, initiative and dynamism.
- Strong communication skills both written and oral.