

Risk Management Supervisor – Job Description Summary

Responsible for assisting with the administrative and supervisory responsibilities of the Risk Management Department. Ensures that established policies and procedures are followed. Assists in coordinating and facilitating work flow. Oversees and assists with Risk Management functions and resolution of problem or delinquent accounts. Ensures that customers/members are promptly and professionally served. Assists in training and supervising personnel and acts as Manager of Risk Management in the Manager's absence. Performs miscellaneous Risk Management functions and acts as a Collector as necessary.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment