



INSURANCE COODINATOR

The Insurance Coordinator is responsible for performing basic administrative tasks related to collecting, tracking and ensuring compliancy of contractually-required insurance and lien release documentation from subcontractors. Duties include but are not limited to: reviewing insurance requirements in construction contracts to determine what is necessary for compliance, reviewing certificates of insurance from subcontractors to ensure compliance, reviewing policy endorsements for acceptability and accuracy, maintaining and tracking documentation on Greenlight to share across business units, platforms and with applicable staff in all relevant departments.

Core Responsibilities

- Review insurance requirements in subcontracts to identify required evidence of insurance requirements as established by Management.
- Collect/maintain/track status and upcoming coverage expiration dates on subcontractor's certificates of insurance. Match commitments from Sage/ProCore to Greenlight to ensure proper tracking
- Track expiration dates on a rolling basis to always ensure current/compliant documentation is on file and accessible to all necessary parties.
- Review limit requirements and endorsements to ensure acceptability with CDG written agreement.
- Communicate with subcontractor for collection of documentation and repeated communication, if necessary, until compliant documentation is received.
- Communicate internally with Management to ensure all applicable parties have the compliant documentation needed.
- Prepare insurance compliance reports that notify project teams of upcoming insurance renewals
- Prepare and manage the Vendors Compliance Issue Report and COI Policy Hot List that lists all insurance deficiencies on a per vendor and per project basis
- Release checks to suppliers and subcontractors as instructed; subject to proper releases, insurances, etc.
- Collect/maintain/track status of Lien Releases in Greenlight following release of payment to subcontractors
- Provide weekly updated on status of Lien Releases

Qualifications

- Knowledge of construction and insurance terms
- Ability to read and understand policies and endorsements and determine their acceptability
- Must be able to identify exclusions and limitations on insurance policies
- Proficiency with: Microsoft Office Suite, Sage-100, ProCore, and Greenlight
- Good problem solving and time management skills
- Ability to work within a team and to foster teamwork
- Ability to multitask and prioritize to meet deadlines
- An aptitude for a high volume and fast-paced environment.
- Superior written and verbal communication skills