
Title: Risk & Claims Administrator

Company Overview

People 2.0 (www.people20.com) offers global Employer of Record (EOR) and Agent of Record (AOR) services tailored to serve two distinct client channels: Market Makers in talent and Independent Contractors.

The "Market Makers in talent" channel is comprised of services that match supply and demand for talent and consists of four segments: staffing agencies, search and recruiting firms, mass talent procurement services and consulting/compliance/contracting organizations. By utilizing People 2.0, Market Makers gain the benefit of adding EOR and AOR deployment options to the talent placement services they provide.

The universe of "Independent Contractors" consists of professionals and workers who contract for work either as an individual or through a form of personal incorporation. People 2.0 supports Independent Contractors by unburdening them from all administrative aspects of their deployment arrangements.

Headquartered in the USA, near Philadelphia, PA, People 2.0 ranks among the largest independent workforce deployment platforms in the world. Services are provided through in-country establishments in 40 countries spread across three regions - the Americas, EMEA and Asia Pacific. People 2.0 is majority owned by TPG Growth, the growth equity investment platform of TPG, one of the most prominent investment firms in the world, with the remaining equity being held by CIP Capital and People 2.0 management.

Position Overview

The Risk Administrator is responsible for reviewing and monitoring Workers' Compensation (and occasional other) claims made against the company. Ensure compliance with internal claims handling processes and procedures. Act as liaison for Company's third-party administrator to ensure compliance with contracted delivery of services and most efficient/cost effective claims outcomes. This includes the utilization of third-party vendors and implementation of internal and Affiliate policies and procedures to control claims costs.

Primary Objectives

- Responsible for supporting People 2.0's Risk Management Department, including but limited to:
 - Interaction with People 2.0's clients ("Market Makers") on daily risk "asks" and transactional work (Certificates of Insurance, Coordination of risk issues in contracts)

Specific Responsibilities

- Proactively follow-up with members to audit JHSC/Occupational H&S Boards
- Maintain and update the compliance resources in Staff Trak
- Maintenance of the LMS system – New Set-up and Deactivation
- WSIB / WCB application and follow-up with the member/finance
- WSIB classification audit and update the system

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- WSIB /WCB classification application
- Follow-up and correspond on the Lawyers Letter
- Sending weekly claims report to the members
- Assist with modified duty follow-up
- Onboard new members
- Send monthly member report to our insurance broker
- Research and ensure the department is current on any new and or amended changes within the provinces' regulations to prepare member communications.
- Other duties as assigned

REQUIREMENTS:

- Minimum of one (1) to two (2) years claims management experience
- Certified Human Resources Professional (CHRP) certificate is an asset
- Demonstrated ability to apply knowledge of Human Rights, Employment Standards, Privacy and Occupational Health and Safety Act legislations
- Ability to exercise confidentiality and sound judgement when dealing with complex and sensitive information and situations
- Outstanding written and verbal communication skills
- Well-developed investigative, time management and organizational skills
- Solid analytical and problem-solving ability with a solution driven demeanor
- Strong Excel and Microsoft Office skills