

Grounded in 40 years of experience, Richfield Hospitality offers world-class expertise in branded as well as independent hotel operations in select service, full service, and lifestyle properties. Richfield and its affiliates offer proven solutions and expertise to approximately 500 hotels and resorts. From hotel operations and property management to electronic distribution and interactive marketing, Richfield achieves superior operating results through its strong commitment to owners, guests and associates.

Richfield Hospitality, Inc. is currently seeking a dynamic individual for the position of Risk Manager. The Risk Manager reports directly to the Sr. Vice President of Human Resources and is responsible for the daily operations of risk management program including management of coverage lines for a portfolio of hotels.

Essential Duties and Responsibilities:

- Oversee insurance program for a portfolio of hotels (Property, GL, Liquor, Umbrella, Auto)
- Complete coverage applications and ensure accurate endorsements for program changes.
- Administer premium allocations, billing, and invoice process to properties.
- Assist with the renewal process annually.
- Coordinate and assemble needed documents for applicable carrier audits.
- Ensure accurate and up-to-date certificates are maintained.
- Coordinate any certificate requests with broker as needed.
- Report workers compensation claims to the carrier and coordinate with affected properties.
- Oversee safety program for all properties and required reporting.

Required Skills and Requisites:

- Previous risk management experience – preferably in administration.
- Previous accounting/book keeping experience preferred.
- Strong detail orientation with ability to accurately compute and manipulate mathematical calculations. Highly skilled at producing reports and using essential computer applications such as Excel, Word, Outlook, and other essential resources.
- Strong communication skills and ability to be effective with all levels within the organization and externally.
- Applied business knowledge including bachelor's degree preferred.
- Part-Time position. 8 -10 hours per week, flexible.



Richfield Hospitality resources offers competitive compensation, excellent benefits and rewarding incentive plans with a commitment to associate's personal growth, respect and well being. For immediate consideration, direct your candidacy to:

Attn: Talent Acquisition  
Re: Career Opportunity – Risk Manager

Richfield Hospitality  
7600 E Orchard Rd, Suite 230-S  
Greenwood Village, CO 80111

Email: [careers@richfield.com](mailto:careers@richfield.com)  
Web: [www.richfield.com](http://www.richfield.com)

Richfield Hospitality is an equal opportunity employer.