

Job Description

Job Classification:	Classified
Position Title:	Risk Assessment / Quality Control
Position Assignment:	Executive Manager
Work Calendar:	Executive
Exempt/Non-Exempt Designation:	Exempt
Pay Schedule:	Executive Salary Schedule
Pay Type:	Salary
Pay Method:	Monthly
Benefit Structure:	\$15,000 Total Employer Contribution
Reports To:	COO, Chief Operations Officer

Job Purpose:

The purpose of this position is to maintain a safe environment for the Encore organization by scheduling and performing routine maintenance on the facilities and leased properties. This job also works with human resources to make sure that annual trainings for staff happen.

Duties:

- Develops and administers risk management programs
- Creates and modifies policies to comply with safety practices
- Coordinates and develops organization-wide programs for risk-free services
- Acts as the liaison to attorneys, insurance companies, and individuals
- Investigates any incidences that may result in an asset loss
- Promotes organization-wide understanding about risks and risk management strategies
- Schedules required maintenance of facilities including lighting, HVAC, fire extinguishers, alarms, and other regular maintenance
- Performs basic handyman duties to make sure that the facilities stay in good repair
- Works with human resources to organize and execute professional development for safety on campus
- Organizes CPR and First Aide trainings annually for the staff.

Skills/Qualifications:

- Minimum 5 years of business management experience.
- Extensive knowledge of how to use tools and basic repairs.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external community members
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrate ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

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All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change. Encore Education Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Encore Education Corporation is an equal opportunity employer.

Please attach appropriate salary schedule and work calendar to this job description. All three documents should be given to employee at time of notice of employment with a copy of training schedule and the current adopted Employee Handbook.