

RISK COORDINATOR

Job Summary

Primary duty is the performance of office work directly related to Risk Services and Employee Relations. This position is also responsible for other clerical duties such as, monthly reports, scheduling appointments, meetings and travel, providing information to callers, composing and typing routine correspondence, and reading and routing incoming mail.

Requirements

- High School Diploma or GED required and two (2) years of risk experience required.
- Ability to communicate effectively with demonstrable writing and presentation skills.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Proficient with Internet software; Spreadsheet software and Word Processing software.
- Must be able to pass organization screening requirements, including state or federal background screenings as appropriate.

To Apply

Interested applicants please visit www.elakeviewcenter.org and complete the on-line application. If you require additional assistance, please call Human Resources at 850-469-3729.

Lakeview Center is an Equal Opportunity / Affirmative Action employer. Minorities, Females, Protected Veterans and Individuals with Disabilities are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status. Drug Free/Nicotine Free Workplace Employer, DRUG TESTING/NICOTINE TESTING REQUIRED

Equal Employment/Affirmative Action employer including Vets and Disabled. For more information, view the [EEO is the Law Poster](#) and [Pay Transparency Statement](#). For reasonable accommodation, please email us at LCIEmployment@bhcpns.org.