

Position: Treasury & Risk Analyst
Company: Quad Graphics, Inc.
Job ID 16562
Date posted Jan. 24, 2020
Location Sussex, Wisconsin
Full Time / Part Time Full time (FT)

Careers across Quad are defined by a rich legacy of passionate people driven by innovation and motivated to create a better way. Here, you'll discover roles that provide the chance to help transform our business while providing insightful financial information needed to make critical decisions to help drive growth and improve financial results. Our values have guided us from day one, creating an intense pride in knowing that every day is an opportunity to thrill our clients, side-by-side with the larger community we all call Quad.

Quad is seeking a skilled risk analyst who is interested in expanding knowledge into treasury tasks. Responsibilities include support of the Company's commercial insurance programs, developing relationships with third party service providers, and supporting the overall risk management function. Job duties also include various Treasury-related activities including assisting with daily cash management and supporting the cash forecasting process.

Responsibilities

- This position supports the day-to-day operations of the treasury and risk department
- Cultivate relationships with third-party service providers including brokers, insurers and bankers
- Collaborate with all business units of the Company, including Quad/Med, creative services, engineering, safety and all international operations
- Preparation of total cost of risk analyses, budgets, premium allocations and forecasts
- Collect necessary underwriting data for completion of applications for the insurance renewal submissions for all lines of coverage
- Assist with the handling of claims related to various insurance policies
- Review contracts and agreements (leases, suppliers, customers, and services) to ensure insurance adequacy and indemnity provisions are acceptable
- Maintain Certificate of Insurance documents to evidence our coverage for customer and vendor contract requirements
- Updating and monitoring compliance and insurance procedures
- Assist with cash management and banking activity
- Special projects in risk and treasury, including continuous improvement efforts

Qualifications

- Bachelor's degree preferred
- 2-5 years work experience in risk and/or treasury role preferred
- Excellent communication (written and verbal), analytical and interpersonal skills
- Strong computer skills, including proficiency in Microsoft Word, Excel and PowerPoint
- Ability to handle multiple tasks under tight deadlines

Additional Company Information:

We offer excellent benefits to eligible employees, including 401(k), holidays, vacations and more. Quad/Graphics is an equal employment opportunity employer. The Company's policy is not to unlawfully discriminate against any applicant or employee on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, age, military or veteran status, disability, genetic information or any other consideration made unlawful by applicable federal, state, or local laws. The Company also prohibits harassment of applicants and employees based on any of these protected categories.

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