



**Job Title:** Risk and Safety Consultant  
**Department:** Risk and Safety Management  
**Reports to:** Risk and Safety Supervisor

**Position Summary:**

The Risk and Safety Consultant empowers internal and external stakeholders to identify and mitigate hazards in the workplace resulting in the reduction of losses, and protection of policyholder and organizational assets. This is accomplished by applying strategic risk management and safety principles to assessments and education for prospective and existing policyholders, and by providing specific results for underwriting/New Mexico Mutual to ensure policies are properly rated and serviced.

May qualify as a remote (work-from-home) position in remote areas of New Mexico.

---

**Essential Functions:**

- Identify, assess, review, and monitor risk management and safety services for prospective and existing policyholders to reduce exposures, improve workplace safety, and lessen the frequency and severity of claims
- Conduct risk management and safety assessments as required by policy/statute/regulatory authorities
- Develop, coordinate and deliver risk management and safety training/material to internal and external stakeholders focusing primarily on multi-policyholder/group needs
- Network, maintain and build relationships with insurance agents, regulatory authorities, and industry and professional organizations in order to optimize available resources for policyholders
- Contribute to programs, plans, objectives, and metrics which will serve as the basis for substantive change within the department and the organization
- Maintain expertise in risk management and safety principles/techniques by attending related classes/seminars, and pursuit of professional designations and continuing education
- Other duties as assigned



## Job Qualifications

### Education:

Bachelor's degree from an accredited college or university preferred. Professional/industry certifications preferred.

### Experience:

A minimum of three (3) years of experience in a Risk Management/Safety position required.

### Required Skills/Abilities:

- Strong organizational, time management, project management, problem resolution, research, communication, customer service, public speaking, and presentation skills required
- Ability to develop clear, concise, and comprehensive studies, reports, and other deliverable items
- Excellent creative and conceptual thinking abilities
- Ability to exercise good judgment and tact in the application of rules, regulations, policies, and procedures in dealing with others in difficult, diverse, or sensitive situations
- Demonstrated proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Bilingual (Spanish) a plus
- Possess and maintain a valid driver's license

### Values and Mission:

Adheres to New Mexico Mutual's values and mission by demonstrating Service Excellence, Trust, Ownership, One Team and Boldness in thought and action.

### Positive Attitude:

Develops and maintains positive working relationships with team members, customers, co-workers and management by demonstrating effective communication and collaborative skills.

### Working Conditions:

- **NEW MEXICO MUTUAL** maintains general office conditions with light physical demands.
- Employees of **NEW MEXICO MUTUAL** adhere to all safety rules and regulations including building security.



# NEW MEXICO MUTUAL<sup>SM</sup>

- Employees participate in ensuring safe and efficient operating conditions that safeguard employees and facilities.
- **NEW MEXICO MUTUAL** maintains a drug free environment; drug testing prior to employment as well as upon a work-related accident.
- Exposure to VDT screens.
- Travel required over 25% of the time.
- Non-office environment may be encountered for offsite presentations and in support of organizational activities.