



1607 Simpson St., Kingsburg, CA 93631

## DIRECTOR OF RISK MANAGEMENT JOB DESCRIPTION

To apply, please send your resume to [nerevdap@ofrcorp.com](mailto:nerevdap@ofrcorp.com) and [oscar@ofrcorp.com](mailto:oscar@ofrcorp.com)

<b>Job Title:</b>	Director of Risk Management	<b>Job Category:</b>	Exempt
<b>Division / Department:</b>	Risk Management	<b>Location:</b>	Kingsburg
<b>Direct Report:</b>	CEO/CFO	<b>Travel Required:</b>	Yes
<b>Rate of Pay:</b>	DOE	<b>Position Type:</b>	Full time

**Job Summary: OFR, Inc.** The Director of Risk Management will be responsible and direct the routine functions of the safety and compliance departments with will include HR dept oversight. Will be responsible over reducing injuries and also office and field compliance matters. Will work together with company operational team to solve problems and reduce our risk. Strong sense of operation management and also be able to provide strategic planning feedback and execute on objectives. Will enforce policies with operational depts and building company culture.

**Supervisory Responsibility:**

- LMA - Leads, manages, and holds others accountable.
- Proactively mitigates risk through improvements of HR functions and company safety culture.

**Duties/Responsibilities:**

- **Field/Job Site Recruiting On-boarding, and Termination:** Partners with the operational/leadership team to understand and execute the organization’s human resource strategy particularly as it relates to FLC hiring.
- **Risk Management Insurance Portfolio:** Has organized our OFR and sister companies, insurance requirements.
- **Manages and Reduces Risk:** Improves work flow or processes need to improve HR and Safety Culture. Approves and creates new processes. Keeps up to date on State and Federal laws. Oversee training calendar and must be able to train on topics that are relevant.
- **Operational Processes/Field Compliance:** Must be able to train on operational issues as it relates to legal and compliance matters at the FLC level. Operational teams must be monitored through field inspection forms and the finding must be communicated for improvements.



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- Records and Audits: Consistent monitoring of field record keeping documents. Audit records to determine short comings. Create plan to reduce compliance risk.
- Vendor and Grower Contracts: Oversees and responsible for administrative functions of executing contract agreements with growers and vendors.
- Develops Culture: Develop safety and core values into our operational objectives.

**Matrix:**

- Reduction in Loss Ratio, 30% and better.
- No Infractions and civil law suits:

**Required Skills/Abilities:**

- Can create training material and present when needed.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS systems.

**Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, MBA, or related field required.
- A minimum of 5 years of human resource management experience preferred. Has lead a team of people.
- Agriculture background preferred.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

**Benefits:**

- 5 observed holidays annually.
- 2-week paid vacation (5 working days).
- OFR health plan option.



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**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform other duties outside of their normal responsibilities from time to time, as needed.

Approved By:		Date:	
Employee Signature:		Date:	