



Chestnut Hill Realty

Managing People's Apartment Homes with Pride

Insurance Risk Manager (Chestnut Hill, MA)

Chestnut Hill Realty, a leading residential property management company, is seeking an experienced Insurance Risk Manager to join the team at our corporate office in Chestnut Hill. We are seeking a hands-on, detail-orientated individual to develop, implement, and oversee Chestnut Hill Realty's risk management, insurance, claims administration, and loss prevention programs. This position partners closely with corporate executive teams and external advisors to protect company assets, minimize financial exposure, ensure appropriate insurance coverage, and support safe business operations.

As the Insurance Risk Manager, you will:

- Identify, assess, and prioritize operational, financial, and liability risks across the organization
- Develop and implement strategies to mitigate risk and support business objectives
- Manage the Company's insurance portfolio & lead annual insurance renewals
- Partner with insurance brokers, carriers, consultants, and other advisors
- Monitor compliance with insurance requirements and claims administration
- Oversee and coordinate the administration of property, casualty, automobile, and liability claims
- Partner with corporate departments to implement loss prevention initiatives
- Review contracts, vendor agreements, and service arrangements for insurance requirements
- Maintain insurance records and related risk management documentation
- Monitor compliance with insurance policy obligations and corporate standards

Are you the right person for the job?

- Bachelor's degree in Risk Management, Business Administration, Finance, Insurance, or a related field preferred. Equivalent combination of education, professional training, and directly related experience will be considered
- Minimum of 4 years of progressive experience in risk management, insurance, claims administration, or a related field
- Experience in real estate, property management, construction, or multifamily housing strongly preferred
- Strong knowledge of commercial property and casualty insurance programs and risk management principles
- Understanding of claims management, loss prevention, contractual risk transfer practices and risk mitigation
- Ability to evaluate insurance policies, contracts, and coverage structures
- Ability to build collaborative relationships across departments and organizational levels
- Proficiency in Microsoft Office Suite including Word, Excel & Outlook
- Strong written and verbal communication skills

Some of the benefits to you:

- Excellent benefits package including: medical, dental, vision, 401(k), vacation, your birthday off etc.
- Chestnut Hill Realty apartment discount
- Hybrid work model
- Positive work environment

The salary range for this role is \$110,000-125,000 annually and is dependent on factors such as relevant experience, skills, qualifications, and geographic location. Along with competitive pay, we're proud to offer great benefits and ongoing opportunities for learning and growth.

All job offers contingent upon satisfactory background check.





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