



Join the team that's changing the Windsor-Detroit skyline.

www.gordiehoweinternationalbridge.com

Claims Analyst – term ending December 31, 2024

As a Claims Analyst, you will address claims arising under the P3 Project Agreement as well as claims arising from the Early Works contracts. You will assess the merits, validity and principle of the claim and determine the fair and reasonable quantum of the claim by assessing the costs arising from additional work and time, including schedule analysis and acceleration claims. Reporting to Legal Counsel, and working with key stakeholders, we can offer you the following abilities to:

- Conduct claims analyses and assessments, including review of contract change management impacting scope, schedule and/or cost of design and construction activity
- Validate claims from Bridging North America and/or other contracts by verifying and validating documents from a variety of stakeholders including the Owner's Engineer
- Work with Insurance Risk Manager to analyze appropriate coverage for the reported loss
- Review cost impacts, productivity impacts and scheduled delays in consultation with Senior Project Scheduler
- Based on completed analyses, prepare written recommendations, including statistical analyses, to Legal Counsel
- Develop and implement data analytics that optimize statistical efficiency and quality to support existing reporting mechanisms
- Locate and define new process improvement opportunities
- Develop and maintain a detailed tracking system for claims submissions collected and analyzed by WDBA
- Coordinate follow-through activities on document deadlines in accordance with established deadlines detailed in claims, company policies and Project Agreement
- Collaborate with Contract Coordinator, Senior Project Scheduler and Records Management to ensure effective document storage for quick retrieval

To join this dynamic team, you will bring the following:

- A Bachelor of Science in Construction Management, Civil Engineering, Architecture or a related degree
- Minimum 5 years' as a construction claims analyst or relevant claims management experience
- Experience as claims analyst on large construction projects
- Experience in Project Controls, Critical Path Method (CPM) scheduling, delay analysis, and productivity analysis
- Project Management experience an asset
- Proficiency understanding construction drawings and specifications
- Demonstrated ability with Primavera P6 or similar software
- Intermediate MS Office skills with advanced Microsoft Excel skills
- Experience using e-Builder software an asset
- Ability to obtain a Government of Canada Personnel Screening/ Security Clearance

Our culture is driven by knowledgeable professionals with a passion for their field and the Gordie Howe International Bridge. The following competencies are keys to your success within our team:

- Ability to manage multiple documents and claims concurrently and handle a variety of responsibilities while maintaining strong attention to detail
- Exceptional problem-solving and analytical skills
- Excellent organizational and time management skills
- Ability to work independently and collaboratively with a team
- Demonstrated relationship building skills



- Demonstrated ability to effectively and professionally communicate orally and in writing ensuring tact and diplomacy

We will reward your strong analytical skills with:

- Salary \$70,236 to \$85,844
- Comprehensive group benefits package
- Defined Contribution Pension Plan
- Paid Time Off Benefits – Vacation, Personal, Sick, Family, 12 Holidays
- Training and Development opportunities
- Relocation assistance may be provided, if required

Qualified applicants may email their resume to recruitment@wdbridge.com up to and including June 7, 2019. **Please quote file #WDBA-111.** Resumes must be submitted electronically and will only be accepted in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.