



# BUILDING A QUALITY OF LIFE FOR GENERATIONS TO COME

Welcome to RJV Construction, where  
becoming a part of our team isn't just a job;  
**IT'S A WAY OF LIFE.**

RJV Construction is an underground utility contractor based in Canton, MA, specializing in water and sewer enhancements. The legacy of our family-owned business goes back to 1921, and today we're proud to be a leading construction company in the area.

At our core are four guiding principles: **quality, teamwork, passion, and dedication.** These values are instilled in our work every single day.

As a part of the RJV family, you'll receive the respect and support needed to grow personally and professionally. With access to the latest technology and equipment, there's no limit to what you can achieve here.

Join us in providing reliable water and sewer services to the Greater Boston Area and Building a Quality of Life for Generations to Come!

## QUALITY

Taking pride in our craftsmanship. Do it right, do it once.

## TEAMWORK

Putting the health and well-being of our employees first, working side by side to get the job done.

## PASSION

Driven to succeed and overcome any challenge all while enjoying what we do.

## DEDICATION

Devoted and loyal to our clients and our fellow employees.

## INSURANCE COORDINATOR WESTWOOD, MA

We are seeking a detail-oriented Insurance Coordinator to join our finance team. The Insurance Coordinator is responsible for managing and administering all insurance-related functions to support the company's risk management strategy. This includes maintaining insurance policies, coordinating claims, ensuring compliance with insurance requirements on contracts and projects, and serving as a liaison between the company, insurance brokers, and third parties. The ideal candidate will have experience in the construction industry and a thorough understanding of commercial liability, workers' compensation, auto, and builder's risk insurance.

### REQUIRED SKILLS AND EXPERIENCE:

- Associate's or bachelor's degree in business administration, Risk Management, or related field preferred
- Minimum of 3 years of experience in insurance coordination, construction industry preferred
- Working knowledge of insurance terminology, coverages, and risk management practices
- Strong organizational and communication skills
- Proficient in Microsoft Office Suite and document management systems
- Familiarity with Vista by Viewpoint or other construction management software is a plus
- Excellent attention to detail and data entry accuracy.
- Strong communication, teamwork, and customer service skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

RJV Construction Corporation is an affirmative action/equal opportunity employer. We are always seeking qualified/hardworking individuals to join our team. RJV offers competitive compensation for salaried positions and excellent benefits including; Health/Dental, 401k match, Paid Time Off, and Holidays.

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## INSURANCE COORDINATOR WESTWOOD, MA

### PRIMARY RESPONSIBILITIES INCLUDE:

#### 1. Policy Administration

- Maintain records of all active insurance policies, including general liability, workers' compensation, builder's risk, auto, umbrella, and subcontractor coverage.
- Maintain accurate and organized records of all insurance documents and claims. Prepare periodic insurance status reports for management.

#### 2. Compliance

- Review and monitor project and subcontractor insurance requirements; ensure certificates of insurance (COIs) meet Company and contractual standards.
- Maintain an up-to-date subcontractor COI database, track expiration dates, and request renewals as necessary.
- Assist in the preparation and submission of annual insurance renewals.
- Coordinate insurance audits and support the gathering of required data and documentation.

#### 3. Claims Administration

- Track all open claims across all insurance coverages, assemble documentation, and communicate with third parties, brokers, and adjustors
- Coordinate with field personnel and adjusters to report, document, and track claims.
- Maintain communication with brokers, insurers, and internal stakeholders to ensure timely resolution.
- Coordinate Department of Utilities (DPU) claims and violations and assist management with DPU hearings
- Assist with safety and loss prevention initiatives. Provide administrative support for internal training or external communications related to insurance and claims.
- Attend quarterly insurance calls with Alliant Claims Advocate

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