



FinPro Insurance - RV1 Skill Bridge™ Programme

Period: 2 Month Full Time Internship

Location: Hybrid Schedule | Jersey City, NJ 07310, USA

Salary: £21,000 (Apx \$25,000) paid pro rata for 2 months Internship period

Would you like to bridge the gap with us between resettlement and civilian work? This is an amazing opportunity for a Service Leaver to spend 2 months with our client in Jersey City, NJ 07310, USA working in the FinPro (Financial & Professional) Indemnities Department of a large International Insurance company. Many great opportunities have come from our RV1 Skill Bridge™ Programmes which can often lead to permanent job offers at the end of placement with our client.

Our client has become a leading, diversified specialty insurance and reinsurance company. They respond thoughtfully and creatively to find the best outcomes for clients and business partners through carefully tailored solutions. They believe the way they work is just as important as the work they do, and are guided by their core values of respect, honesty, trust, and professionalism.

A great place to develop your career offering an exciting and challenging environment where achievement is rewarded.

Key Accountabilities

- Create an excel template to assist with Quote / Bind / Issue tasks for the team.
- Work with operations team to analyse & organize documents & information in team shared folders.
- Assist in populating appropriate files and information in MS Teams folders.
- Work with support and underwriting team to assist in the update of department standard work process documents (Renewal Underwriting Process, etc)
- Assist with other projects and tasks as assigned by Operations SVP / Operations Manager

Additional Duties

- To act in accordance with and be an advocate for company.
- Participate and undertake applicable professional, technical and career development training, when applicable.
- Where applicable ensure company, market and client related documentation is issued (internally and externally) accurately and on time
- To operate as an effective team member by supporting colleagues and contributing in the delivery and achievement of overall team and business objectives.

- Coordinate with relevant and associated areas and groups within the business process to establish, support and maintain business relationships and organizational effectiveness.
- To undertake any other duties of a similar nature that the company reasonably requests to be performed that are within the expertise and skills of the jobholder.

Skill & Experience

- 2+ years of project management or other related experience
- Strong written and verbal communication skills. Ability to multi-task and prioritize
- Intermediate or Advanced Excel proficiency. Proficient in Microsoft Word and other MS software

To apply, please send your interest & CV to: info@rv1group.com