

Intern

Edition: 02/19/19

Department: Molyneaux Insurance

Reports to: VP of Operations

FLSA Status: Non-Exempt (Hourly)

Purpose: Provide support to every department in the agency in order to gain an understanding of the insurance industry, experience a professional work environment, and build relationships.

Essential Duties/Responsibilities include the following. Other duties may be assigned.

- Provide sales process support as requested, such as:
 - Create risk assessment documents using Word, Excel, PowerPoint etc tools.
 - Create sales communication documents.
 - Attend client meetings.
 - Assist with trade shows/events.
 - Maintain all materials to be inclusive of our brand specifications.
- Assist team members from all departments.
- Meet with owners one-on-one to obtain their perspective of the insurance/risk management industry.
- Attend in-house meetings with departments and carriers.
- Complete research, database and miscellaneous projects as assigned.
- Deliver a recap presentation to the entire organization at the conclusion of the internship period.

QUALIFICATIONS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KEY PROFESSIONAL SKILLS AND ABILITIES

- Confidentiality.
- Advanced proficiency in Microsoft Office products.
- Accuracy and efficiency.
- Management of a challenging workload with proper prioritization and problem solving.
- Helpful, responsive customer service with all internal and external customers.
- Ability to work independently and as part of a small integrated team.
- Professional communication and follow-up.
- Documentation proficiency, attention to detail and compliance with service standards.
- Alignment with Core Values: Continuous Improvement > Accountability > Insight > Integrity > Respect

EDUCATION: Must have or currently working toward a college degree.

TIMELINE FOR THE INTERNSHIP PROGRAM:

- Approximately 10 weeks: (05/28/19 – 08/09/19)
- Full Time position on site (37.5 hours per week)