



AIG BERMUDA INTERNSHIPS 2023

Joining the American International Company Limited Intern Program is a great way to enhance your business acumen and gain insight into our industry. Interns are placed into meaningful and influential roles that have an immediate and integral impact on the business.

The Intern program endorses a holistic approach to student development based on providing practical experience. You will join a dynamic team handling a variety of tasks over the course of the internship, attend industry and career focused seminars with industry leading professionals, and participate in a variety of other activities.

Interns establish goals with their managers during the first week, and the goals are measured at the mid and end points of the internship. You will be assigned short-term projects and any additional assignments as directed by your supervisor.

Successful Candidates will meet the following requirements:

- Candidates for Bachelor's or Master's degree
- Creative problem solvers who deliver for customers
- Strong Knowledge of the Microsoft Suite of Applications
- Ability to multi-task and work with tight deadlines, in an organized and structured way
- An investigative nature
- Demonstrated outstanding academic and extracurricular achievement
- Strong analytical, quantitative, and interpersonal skills
- A genuine enthusiasm about and committed to the reinsurance industry
- A diverse background of experience, culture, and thought
- A global perspective and a record of successful teamwork

Due to Bermuda immigration requirements, it is mandatory that you hold a legal right to work in Bermuda (Bermudian, Spouse of Bermudian, or PRC) at the time of application.

Responsibilities for the **UNDERWRITING INTERN** will include but are not limited to:

- Organize manuscript endorsements and correspondence on our main drive.



- File completion and scanning – assisting with file completion including checklist completion and uploading documents and files to Domino system.
- Endorsement project – assist Underwriting Assistants with creating a database of all approved and manuscript endorsements.
- Preparing renewal files – assist the Underwriting Assistants with preparing our files 120 days prior to renewal.
- New Business – log new business in an internal system and create new business files, acquiring all documentation needed for underwriting.
- Quote and Binder prep – assist with accurately drafting quotes and binders.
- Attend internal or external virtual meetings as required.
- Any other duties as assigned

If your experience and ambition match the above criteria, please send your resume, and cover letter highlighting your experience as relevant to the role to: hrbermuda@aig.com

Please note, you will only be contacted if you are shortlisted for an interview.

All applications must be received by close of business on April 7, 2023