

QBE REINSURANCE SERVICES (BERMUDA) LIMITED

2021 SUMMER INTERNSHIP OPPORTUNITY

QBE is an Australian Securities Exchange (ASX) listed insurance company, headquartered in Sydney. The Group employs more than 11,700 people in over 27 countries and is one of the top 20 insurers and reinsurers worldwide as measured by net earned premium. QBE Reinsurance Services (Bermuda) Limited is the employment entity of QBE's captive reinsurers: QBE Equator Reinsurances Limited and QBE Blue Ocean Re Limited. The entities underwrite property catastrophe, property risk and casualty business globally.

An excellent summer internship (paid) opportunity exists for a college/ university level student with a genuine interest in pursuing a career in Underwriting. The successful student will have an opportunity to work under the direction of seasoned underwriters from both QBE Equator Reinsurance Limited / QBE Blue Ocean Re Limited, and from their sister company QBE Re, which underwrites unaffiliated treaty reinsurance in the broker market.

The intern will gain exposure and experience in the following areas:

- Assisting underwriting staff in the day-to-day operation of the team including handling reports, information, and other data; contribute to the preparation of documents by adhering to deadlines and guidelines.
- Assisting with basic pricing techniques used for reinsurance treaties.
- Tracking and comparing reinsurance contracts.
- Providing clerical support to meet established department objectives and administrative tasks related to new and renewal accounts.
- Collecting, organising, and entering data promptly and accurately to develop reports for underwriting staff. Develop and maintain effective working relationships with internal and external stakeholders, including colleagues, extended service team, customers, and brokers to be able to work collaboratively and effectively.
- Ensuring accurate underwriting data is captured on systems to minimize risk and ensure high quality output of information.
- Preparing documents to ensure that appropriate records are established, and accuracy of records is maintained.
- Conducting research and prepare reports and back up information to support the team to assist the business planning process.

Interested students should possess the following:

- Be currently enrolled in an accredited College or University and working toward an underwriting, business, or other directly relevant degree.
- A good level of numeracy and literacy knowledge
- Strong organizational and prioritization skills with a strong attention to detail
- Good interpersonal, communication and problem-solving skills.
- Basic understanding of underwriting principles and Microsoft Office Suite.

The successful student shall be employed for three – six months and the company will work around class schedules and remote learning situations. Interested students should apply no later than **April 26th, 2021** and submit their resume, copy of their most recent transcript and cover letter outlining how this opportunity will assist with their career aspirations.

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