

### Job Description

<b>Job Title:</b>	Underwriting Intern	<b>Location:</b>	London
<b>Department:</b>	Underwriting	<b>Dates:</b>	8 week Summer Internship – Commencing June 2024
<b>Reports to:</b>	Line of Business Head		Please see "application process" section at the bottom of the page to apply

#### About Arch International

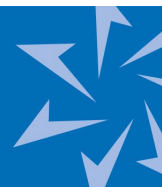
- Arch Insurance International, part of the Arch Capital Group, is a market-leading insurer located in the UK. We provide a range of property, casualty, and specialty insurance for corporations, professional firms, and financial institutions across the UK, Europe and Internationally, with a significant presence in the Lloyd's and London Underwriting market. We invite you to learn more about our products, our superior underwriters, and our claims service. We think you will soon appreciate why Arch Insurance has developed a stellar reputation in the insurance marketplace.
- We operate from a number of offices in the U.K., and also Australia and Bermuda. We offer multiple channels of distribution for our products depending on customer and broker preferences.
- Arch Insurance recognizes the need to be a digital insurer and as such has shifted focus from traditional technology initiatives to agile driven digital initiatives, leading the commercial & specialty insurance space. Arch offers an entrepreneurial work environment that empowers the individual and encourages constant learning and growth.

#### Intern Programme

- The Summer Internship will be an 8-week focused placement and is targeted to students entering the penultimate year of their undergraduate or graduate education. This will be an opportunity for the intern to imbed themselves into the Underwriting department within Arch to obtain core technical knowledge and professional skills whilst gaining a comprehensive understanding of the different roles within the team and possibility of a job offer following the internship.

Throughout the 8 weeks you will:

- Establish goals with the line manager, which will be measured at various points throughout the summer.
- Provide administrative and technical support to the Underwriting team as required.
- Administrative and Technical support includes but is not limited to the maintenance of files and the processing, recording of business accounts accurately and in a timely manner on the Company's IT and administrative systems in accordance with processing standards and procedures.



### Intern Programme

- Assisting the team in day-to-day ad hoc tasks when required (risk research, preparation for broker meetings, country overview reports etc. and providing updates to underwriters).

### Key Tasks and Responsibilities

- Data Input using Arch internal systems and processes. Conduct compliance, risk or quality control procedures with other parts of the company as may be required

#### General and Account Administration

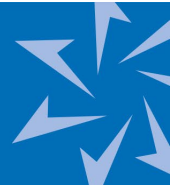
- Assist the Underwriters with day to day underwriting operations
- Assisting underwriters at Lloyds box through meeting and greeting brokers
- Assist in preparation of monthly & management reports
- Undertake research activities, as directed by underwriters, for additional underwriting information from the Internet or other external sources
- Maintenance of appropriate business activity logs to record submission activity or premium activity
- Prepare Standard policy Documentation for underwriters' sign off reports

#### Account Query resolution

- Assist in the resolution of outstanding premium receivable issues, as may be directed
- Liaise with brokers on any outstanding information requirements.

### Skills Developed during Internship

- Communication & Negotiation Skills – ability to adapt your communications style for a variety of audiences.
- Commercial Thinking – Understanding of the insurance market and its customers. Regulatory and Compliance awareness
- Teamwork – ability to work as part of a team
- Organisational discipline with ability to work independently using initiative and without guidance
- Deliver Results
- Ability to build and maintain both internal and external professional relationships
- Basic knowledge of MS Word – creation of documents, tables & databases
- Basic knowledge of MS Excel – creation of databases, reports, macros, pivot tables and commands
- Basic knowledge of MS PowerPoint – creation of basic presentations, importing tables & reports from other areas
- Develop into an IRIS expert and be able to set up enquiries to assist the Underwriting team as required.



### Qualifications & Experience

- Expected minimum 2.1 degree classification

Arch seeks candidates who have excelled in previous work experience, demonstrated outstanding academic and extracurricular achievement, possess strong analytical, quantitative, and interpersonal skills, and are enthusiastic about the insurance industry.

### Application Process

**Applications now open** - To apply, please use the following link to complete the application form: <https://forms.office.com/r/dTTX1yngvd>

- Application deadline **Friday 26<sup>th</sup> January 2024**
- Successful applicants will be contacted week commencing **5<sup>th</sup> February 2024** and invited to attend an interview
- Interview process to commence - **TBC (March 2024)**
- Confirmation to successful candidates – **TBC (April 2024)**
- Internship Programme start date – **24<sup>th</sup> June 2024**