

2025 Underwriting Summer Internship

Role	8-week paid Summer Internship	Location	London
Department	Underwriting (various lines of business)	Duration	Monday 23 rd June 2025 – Friday 15 th August 2025

About Arch Insurance 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.
- 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.
- People are at the centre of everything we do at Arch, and we are passionate about investing in the future talent of the insurance industry and providing early career paths where everyone can thrive. Our range of UK early careers programmes include summer internships, commercial insurance apprenticeships and graduate programmes.

Summer Internship Programme

The Underwriting Summer Internship is an 8-week focused placement, 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.

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.



Summer Internship Programme – Skills Developed

Throughout the Summer Internship Programme, you will receive comprehensive training and support, to develop the following skills:

- 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/achieved minimum 2:1 classification in any degree discipline

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.

Key Dates

- **Wednesday 2nd October 2024:** Application window opens
- **Friday 24th January 2025:** Application window closes
- *Successful applicants will be contacted week commencing 27th January 2025 and invited to an online interview*
- **Monday 3rd February – Friday 14th February 2025:** Online interviews
- *Successful candidates will be sent offers week commencing 17th February 2025*
- **Monday 23rd June 2025 – Friday 15th August 2025:** Summer Internship