

Risk Safety Intern, part-time

OVD Insurance provides support in the areas of personal insurance, commercial insurance, and employee benefits. We understand our clients' unique needs, and we focus on what is important to them. We are committed to providing exceptional service through innovative ideas, continued growth, and sustainability planning.

As our Risk & Safety Intern, you will lead and deliver in the following functional areas, including but not limited to:

- Complete claims analysis and look for common trends or themes.
- Create client training/seminar materials by working closely with our Safety and Risk Solutions Team.
- Assist in creating client proposals.
- Create draft Safety Manuals for clients.
- Maintain system documentation in EPIC.
- Job shadows all functions of the Safety and Risk Solutions Team.
- Attend client meetings and/or site visits.
- Assist in developing department marketing materials.
- Prepare and deliver presentation(s) on assigned topic(s).
- Assist the Risk Solutions team with applicable research as requested.

What we look for in you:

- Students should be currently enrolled and entering their junior or senior year in college
- Exceptional communication skills (written and verbal)
- Very detail-oriented
- Ability to successfully handle multiple work assignments timely.
- A passion for all things Risk.

What we have to offer:

- A competitive wage
- Work alongside a motivated and competitive group excited to share their knowledge and experience.
- An opportunity to learn an immeasurable amount about the Insurance Risk industry.

Apply now!

OVD Insurance is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.

Grand Rapids | Raleigh | Pittsburgh

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