

BUSINESS INSURANCE INTERN

Position Summary

OVD Insurance offers paid internship opportunities for current students who are interested in pursuing careers in the insurance sector. Our summer internship program presents a significant chance for participants to gain insights and experience within the industry. Small-Medium Business Insurance (SBU) mainly consists of agents responsible for selling and servicing their own accounts and portfolios. This structure ensures that clients have a single point of contact for all matters related to their accounts, from initiation to completion and throughout the policy duration, distinguishing OVD from other agencies.

The OVD Small-Medium Business department serves as an ideal environment for emerging professionals eager to embark on a career in commercial insurance. This department provides a comprehensive knowledge foundation and encourages learning about coverages across various business sectors. It also offers insights into the service aspect of the industry, which is beneficial for those aspiring to become large or middle-market producers in the future.

This program aims to augment the academic knowledge you have gained through your studies, allowing you to apply your learning to real-world scenarios. Furthermore, the program features educational workshops, presentations from senior leaders within the organization, and encourages collaboration, fostering interactions with fellow professionals across various locations.

Location: Grand Rapids, MI

Here's what you'll do:

- Shadow & Train:
 - Our comprehensive "learning by doing" experience provides you with a realistic look at what it means to be a Business Insurance Agent through job shadowing, presentations, client project assignments, prospecting, and more.
 - Work alongside industry leaders and seasoned professionals
- Sales:
 - Explore a career in sales and client relations that is rewarding personally, professionally, and financially.
 - Experience what it means to establish yourself as a trusted advisor versus a "salesperson".
 - Participate in agent sales meetings
 - Learn and gather knowledge from producers in specific niche markets
- Service:
 - Day-to-day client management
 - Exposure to operating systems and agency management systems
 - Data analysis and application
 - The claims process and claims advocacy
- Learn & Grow:
 - Assist with a variety of projects and tasks for strategy, marketing, sales, relationship management, customer service, and research projects for the small/medium business insurance line.
- Innovation:
 - Collaborate with our leadership team on new ideas and projects to drive company growth.

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Here's what you'll need:

- Students should be currently enrolled in a higher education institution and entering their junior or senior year of college
- Currently pursuing a Bachelor's Degree in Business Administrations, Management, or Insurance & Risk preferred.
- Must be a current student through the duration of the intern program.
- Microsoft Office proficiency (Required)
- Able to work onsite for the duration of the internship.
- Internship Date Availability: May 19, 2025 – August 8, 2025
- Some travel to different states may be required at the company's expense.
- Drive. Ownership. Accountability. Passion.
- Extremely strong oral and written communication skills, including the ability to translate "technical speak" in way that end users at all levels can understand.
- High energy work ethic with the ability to work independently while maintaining excellent customer relationships.
- Proactive approach and highly organized.
- Ability to work collaboratively with others.

Core Competencies:

- Accuracy: Achievement of correct and precise work.
- Accountability: Acceptance of responsibility and one's own actions.
- Written Communication: Ability to write letters, reports, articles, and e-mails using clear and concise vocabulary, style, grammar, and punctuation.
- Customer Orientation: A desire to serve clients by focusing efforts on listening and responding effectively to customer questions, resolving customer problems to their satisfaction, and evaluating customer satisfaction.
- Problem-Solving: Ability to recognize courses of action that can be taken to handle problems or potential problems, and applying contingency plans to solve those problems.

Work Environment & Physical Requirements:

The work environment and physical demands described here are representative of those that may be encountered and must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Low to Moderate noise (i.e. business office with computers, phone, and printers).
- Ability to work in a confined area.
- Ability to sit at a desk for an extended period.
- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.
- Specific vision abilities required by this job include close vision requirements due to computer work and the ability to read and understand written word.
- Light to moderate lifting may be required.



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OVD Insurance is an Equal Opportunity Employer, including disability and veteran, that celebrates diversity and believes employing a diverse workforce is key to our success. We are committed to providing equal employment opportunities to all individuals. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Executive Search Firms & Staffing Agencies: OVD Insurance does not accept unsolicited resumes from any agencies that have not signed a mutual service agreement. All unsolicited resumes will be considered OVD Insurance property, and OVD Insurance will not be obligated to pay a referral fee. This includes resumes submitted directly to Hiring Managers without contacting OVD Insurance Human Resources Talent Department.

We are not able to sponsor work visas for this position.

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at-will employment status.