

INSURANCE & RISK CORE INTERN

Position Summary

OVD Insurance offers paid internships to active students interested in careers within the insurance industry. OVD's summer internship program presents an exciting opportunity to gain insight into the realm of Commercial Insurance and Risk Management. Participants will benefit from comprehensive training, practical business experience, and the chance to network with leading experts and seasoned professionals in the industry. This program is designed to enhance the academic knowledge you have acquired in your studies, enabling you to apply your learning to real-world situations.

Additionally, the program includes educational workshops, presentations from senior leaders within the organization, and promotes collaboration, facilitating interactions with fellow insurance professionals and interns across various locations.

Location: Pittsburgh, PA

Here's what you'll do:

- Sales:
 - Attend first appointments and discovery meetings
 - Learn how to prospect and build a pipeline
 - Attend presentation meetings - new and renewal
 - Experience what it means to establish yourself as a trusted advisor versus a "salesperson"
- Service:
 - Day-to-day client management
 - Exposure to operating systems and agency management systems
 - Data analysis and application
 - The claims process and claims advocacy
- Risk Management:
 - Attend trainings in the field, this can include safety committee trainings, driver safety, OSHA recordkeeping, etc.
 - Help with safety committee renewal tracking, update spreadsheet as needed, communicate with clients on renewal timeframes and determine if assistance is needed
 - Assist with researching inquiries from clients on a variety of topics
 - Attend site visits/walkthroughs, this may be solely OVD or with a carrier partner
 - Review carrier loss control recommend
- Technologies:
 - Engage in the investigation of prospective new technologies for OVD, assess demonstration and perform comprehensive comparisons of companies offering these services, while also delivering an innovative viewpoint on the efficiency of automation processes and data entry tasks.

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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 in college.
- Currently pursuing a Bachelor's Degree in Business Administrations, Management, Economics, Finance, Risk Management & Safety 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 by company 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 ability to work independently while maintaining excellent customer relationships.
- 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 which 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, phones, 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.