

SAFETY & RISK SOLUTIONS INTERN

Position Summary

OVD Insurance offers paid internships to active students interested in careers within the insurance industry. OVD's summer internship program offers a valuable opportunity to delve into the field of Safety and Risk Solutions. Interns will support our Safety and Risk Solutions team by developing client-facing resources that assist clients in enhancing their overall risk management strategies. Participants will gain extensive training, practical business experience, and the opportunity to collaborate with industry-leading experts and seasoned professionals.

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, and 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:

- Conducts claims analysis and identifies prevalent trends or themes.
- Creates client training and seminar materials under the guidance of the Safety and Risk Solutions Team.
- Assists in creating client proposals.
- Creates draft Safety Manuals for clients.
- Maintains system documentation in EPIC.
- Job shadows all functions of the Safety and Risk Solutions Team.
- Attend client meetings and/or site visits.
- Assists in developing department marketing materials.
- Prepares and delivers presentation(s) on assigned topic(s).
- Assists the Risk Solutions team with applicable research as requested.
- Any other duties and tasks that are required by the Company.
- Specific Direction: Follows established work procedures. Receives periodic checks for performance. Refers unique questions/conditions to immediate supervisor.
- No supervision: No supervisory responsibilities.

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 Occupational Safety and Health Management 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 ability to work independently while maintaining excellent customer relationships.
- Proactive approach and highly organized.
- Ability to work collaboratively with others.

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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 apply 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.

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.