

## **JOB TITLE: Insurance Operations Intern – Summer 2023**

If you are looking for an internship which will provide you with meaningful work, an overview of our business and much more follow the application process below to become a candidate!

### **Internship Summary:**

The Insurance Intern will be responsible for learning all aspects of insurance agency operations. The intern will work to support all of our sales channels: Benefits, Life & Health and P&C.

- Outline and build our FY2024 budget process
- Enhance how we support our customers through state-of-the-art technology
- Work with sales leaders and producers to define and create goal-based reporting
- Admin system support in Salesforce.com & Applied Epic

### **The Successful Candidate Will Have:**

- Skills in the following applications: Word, Excel, PowerPoint, Outlook
- Customer Relationship Management (CRM) skills are preferred
- Ability to effectively communicate, verbally and written
- Experience with problem solving and organization
- Possess strong social skills with a desire to join the business industry upon graduation
- Ability to work 30-40 hours per week, for a minimum of 10 weeks starting in May

### **Minimum Education/Experience Required:**

- Junior or Senior standing (as of May 2023) working towards a degree in Business, Marketing, Business Management, Insurance and Risk Management or related field.
- Minimum GPA of 3.0

*For this position, we require you to attach your resume, cover letter, three references and official or unofficial transcript.*

**Midwest Heritage is an EOE/VET/Disability employer**