



Intern, Risk Engineering & Loss Prevention (Insurance)

3-6 months contract

Generali

Key Responsibilities:

- Ensure data is accurately inputted and regularly updated
- Generate monthly reports and compile client information for presentations, meetings and analysis
- Manage report submission deadlines and issue reminders to ensure seamless delivery
- Ensure timely delivery of engineering services and products to clients
- Provide Agendas to the sites before site surveying
- Support risk improvement by tracking recommendations and inputting follow-up responses
- Maintain database of risk recommendations and ensure status is regularly updated
- Manage and log client enquiries for appropriate follow-up
- Track response time to ensure issues are handled in a timely manner
- Proofread and quality control client reports and presentations
- Adapt written product as required to ensure English fluency
- Co-ordinate meetings and events

Key Requirements:

- Open to current students and recent graduates with a degree in any discipline
- Available to work a minimum of 4 days per week
- Excellent time management, prioritisation and organisational skills
- Outstanding attention to detail
- Fluent in written and spoken English to a Native level
- Strong technical skills including Microsoft Office applications and database management

We offer 5-day work, good career prospects and attractive remuneration package to the right candidates. Interested parties please send full resume with current & expected salary.

Personal data collected will be strictly used for recruitment purpose only. All unsuccessful applications will be destroyed after two years