Underwriting Support Associate - Paid Internship

Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Through its US subsidiary, Atradius Trade Credit Insurance Inc, an opportunity exists to join our Risk Services Team in Hunt Valley, Maryland as a part-time **Underwriting Support Associate Intern** within our Risk Services Buyer Underwriting team. For the right candidate, this is a paid internship in a global, fast-paced business environment where everyone's contribution is valued.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service. Read on more on our Career site: https://careers.atradius.com/en/careers.

Department Description

Risk Services

Job Description

Reporting to an Underwriting Manager, the ideal candidate will be responsible for reviewing new requests for financial information on specific companies and actively pursuing the data via direct phone calls and emails. The ideal candidate will then spread the financial information received into Atradius' proprietary Buyer Underwriting system. In addition, the ideal candidate will be responsible for actively monitoring, updating, and allocating daily workflow cases to members of the underwriting staff. This is a paid Monday through Friday role with a 15-29.5 hour commitment per week.

Key attributes of this position include:

- Demonstrating effective written and verbal communication with both internal and external stakeholders
- Serving as a key contributor both individually and as a team member
- Demonstrating the ability to multi-task in light of simultaneous requests for information, urgent customer needs, and additional on-going projects

In this position your key responsibilities will be:

- Cold-calling and emailing executives from companies of all sizes to request financial statements and/or additional relevant information necessary to effectively manage credit risk within the buyer portfolio
- Spreading financial statements into Atradius' proprietary Buyer Underwriting system.
- Obtaining bank or trade references
- Managing central in-trays for the US, Latin America, Central America and Excluded Markets underwriting teams
- Completing necessary actions and allocating work-flow cases from central in-trays
- Processing requests surrounding data integrity issues, including obtaining new information, addressing duplicate records, verifying address and company operations, etc.
- Working with credit agencies to obtain updated credit reports and to launch investigations
- Responding to inquiries and information requests from various internal stakeholders
- Special projects and general clerical duties as necessary

Qualifications: The ideal candidate is currently enrolled in a bachelor's degree program in

Finance, Business, or a related field and has the flexibility to work 15–29.5 hours per week in our Hunt Valley office. Proficiency in the Microsoft Office suite is required, along with strong written and verbal communication skills.
Compensation: $20.00 per hour

Equal opportunities for all
The success of our organization stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

Do you have any questions about our offer?
Susan PAULSON, Human Resources, is available by e-mail at susan.paulson@atradius.com.

I am Atradius! - Do you want to know who we are?
Get to know Atradius colleagues in this video:
https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.
You can find further information on our website: https://group.atradius.com