

## **Taiwan Marsh Part-Time Intern**

Duration: 1st July, 2022- 30th June, 2023 (can be 6 months or 12 months)

Working Hours: 12 hours per week

### **Responsibilities:**

- Assist with the research and development of sales presentations and preparations for client meetings.
- Assist Client Sales Executive in performing day-to-day administrative duties.
- Day to day servicing of clients, maintain relationships with client
- Maintain and update client/carrier information
- Prepare meeting materials, billing slips and endorsements

### **Requirement:**

- Final Year Bachelor or Final Year Master Student with major in insurance, risk management, legal or other relevant discipline
- Good communication skills in both oral and written English and local languages
- Demonstrated Leadership qualities in school, work or community activities
- Proficient in Microsoft Office applications

Marsh McLennan is committed to embracing a diverse, inclusive and flexible work environment. We aim to attract and retain the best people regardless of their sex/gender, marital or parental status, ethnic origin, nationality, age, background, disability, sexual orientation, and gender identity.