Allianz 安联贸易

Job Description

Job Title:	**Surety Service Intern**
Company:	Euler Hermes Consulting (Shanghai) Co., Ltd. Shenzhen Branch
Place:	Futian District, Shenzhen
Division:	Surety Department, Allianz Trade in China

Surety Service Administrator

This role is integrated into the Surety Department to support the business development of our Surety portfolio in Greater China.

Responsibilities:

- **Corporate Information Pre-screening:** Collect and pre-screen corporate and project information before processing customers' surety facility requests and bonding applications. This includes data analysis, risk assessment, and decision support.

- **Report Generation and Delivery:** Prepare clear and accurate reports based on information review results and deliver them to surety underwriters in a timely manner.

- **Support for Account Management:** Preparation and filing of contract documents, maintenance of client and project data in systems, invoicing of premium and commission.

- **KYC:** Maintain and update KYC (Know Your Customer) reports on a regular basis.

The successful candidates should be:

- **Educational Background:** Currently pursuing or holding a Bachelor's Degree or higher. Prior internship experience in Economics, Finance, or related fields is a strong plus.

- **Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), with advanced Excel skills including pivot table analysis and data manipulation.

- **Language Proficiency:** Fluent in English, with excellent command of listening, speaking, reading, and writing to support cross-functional and international collaboration.

- **Communication:** Excellent communication skills; ability to clearly articulate information.

- **Proactive Learner:** Eager to learn, adapt, and take initiative in a fast-paced marketing environment, with a strong attention to detail and a results-driven attitude.

- **Other Qualities:** High level of responsibility, accuracy, and attention to detail; honesty and integrity.