



Arcina is a boutique risk consulting firm headquartered in downtown Los Angeles that delivers insurance archaeology, claims management, and other risk consulting services to Fortune 1000 companies, public entities, non-profits and insurers. We are seeking candidates to join our growing team. Arcina offers challenging and flexible opportunities in a small office environment.

JOB DESCRIPTION

Title Intern (Part Time)

Summary

The **Intern** will build upon any insurance/risk management knowledge gained in the classroom and assist the consultants with project work to include reviewing certificates of insurance for corporate clients to ensure compliance as well as claims management and insurance archaeology.

Duties and Responsibilities

Typical tasks include but not limited to the following

- Examine certificates of insurance for completeness, deficiencies and conformance to clients' requirements
- Follow up with insurance agents/brokers to verify policy coverage and cancellations
- Interface with clients to obtain policy verification, approvals and other inquiries about compliance matters
- Follow established review process
- Become proficient in the company COI technology
- Draft notification letters.
- Data entry into claims databases.
- Participate in client calls.
- Assist with onsite insurance research as needed.
- Perform other related duties as required and assigned

Requirements

- Rising college junior or senior
- Familiarity with general liability and workers comp policies and coverages
- Skilled in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint)
- Detailed oriented
- Good oral, written and interpersonal communication skills
- Strong organization and time management skills
- Flexibility and ability to come into the office and work remotely

Arcina Risk Group LLC is an equal opportunity employer