



Team Member International Insurance Programs (all genders)



Vienna



experienced



full-time



all genders



immediate start



Corporate Business

Your Tasks

- Participation in the preparation of individual and customized offers and insurance contracts
- Independently managing and supporting national and international key accounts
- Work effectively with external partners, including brokers, reinsurers and global network partners to create synergies and provide first-class customer service
- Accurate preparation of certificates, statements and invoices to ensure transparent and efficient administration
- Conscientious recording and maintenance of relevant information in the IT systems to ensure complete documentation and fast accessibility
- Proactively identifying optimization opportunities in the insurance department's processes to increase efficiency and customer satisfaction.

[MORE ABOUT THE DEPARTMENT](#)



Your Benefits

Your Profile

- School-leaving qualification (preferably from a commercial college [equivalent to Austrian Handelsakademie] or technical college [equivalent to Austrian Höhere Technische Lehranstalt]), or relevant professional experience in non-life and/or technology insurance
- Strong oral and written communication skills in German and English
- Excellent MS Office skills
- Outstanding analytical skills and good with figures
- Structured, independent and precise approach
- Strong service mentality and a good team player

Based on the legal requirements, we inform about the monthly minimum salary of EUR 2 300 gross on the basis of full-time employment (38.5 hours / week). Of course, the remuneration package is market-compliant. It is important to us that your salary is based on your qualifications and experience, therefore we will discuss the salary together in a personal interview.

Vienna Insurance Group is the leading insurance group in Central and Eastern Europe (CEE). With around 30,000 employees in more than 50 insurance companies and pension funds in 30 countries, we work for around 33 million customers every day. We do this successfully, which is why VIG Group has an "A+" rating with a stable outlook. We are characterized by commitment, competence and service orientation on the one hand, and a diverse team with different talents and exciting areas of work in an inclusive environment on the other. We stand for diversity and respect, which is why we see it as enriching to employ people from different backgrounds, ages, genders, sexual orientations, religions and abilities. Become part of our diversity at our subsidiary, Vienna International Underwriters!

Contact

I am looking forward to your application and I am at your disposal for questions.

Please note that we are not allowed to accept applications by e-mail due to data protection regulations. For this reason, use the link to our application portal.

[Apply now](#)



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