



Corporate Business - Team Member (all genders)



Vienna



experienced



full-time



all genders



immediate start



Corporate Business

Your Tasks

- Support of departments (cyber insurance and manager liability insurance)
- Preparation of offers
- Contract creation and policy issuance
- Preparation of statistics and evaluations
- Preparation of cross-national insurance offers
- Support in product development (preparation of consulting protocols, revision of clauses/wordings, premium adjustments, etc.)
- General administrative tasks

MORE ABOUT THE DEPARTMENT



Your Benefits

Your Profile

- Completed relevant education
- Professionale Insurance experience is an advantage
- Structured, independent and accurate way of working
- High service orientation and enjoy working with numbers
- Commitment and high motivation as well as good communication and cooperation skills
- Very good MS Office skills
- Good command of English

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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