



MetLife offers you the opportunity to develop your professional career in the Czech Republic. We are interested in professionals who have an instinct for creative and responsible work, who are determined to learn and who want to expand our high-quality work team.

:: Trainee – Group Life Insurance ::

Key Responsibilities:

- Providing data and analytical support to Western and Central Europe Employee Benefits' Underwriting Team which manages Group insurance underwriting in 10 countries (United Kingdom, Italy, Spain, Portugal, Czech Republic, Slovakia, Cyprus, Bulgaria, Romania and Hungary)
- Preparation of underlying underwriting documents
- Checks of datasets used for underwriting
- Processing of data in order to use it in calculators
- Perform internet searches in order to assess group risk properly
- Monitoring of quote response times and deadlines
- Performing ad hoc reporting

We require:

- Suitable for a student in a Mathematical or Statistical field of study
- Strong analytical skills to learn and understand risk aspects of Group insurance
- Very good knowledge of English (spoken and written) to communicate on a daily basis
- Advanced knowledge of MS Excel – ability to process basic databases, pivot tables, search functions, comparisons etc.

We offer:

- Working in the international team of professionals on daily basis
- Varied work
- Friendly team and pleasant working environment
- Office in the city centre in the new modern offices of OC Quadrio
- 150 CZK per hour

Start date: immediately

The type of employment relationship: short term part-time contract for 3 – 6 months

Please send structured curriculum vitae and the motivation letter to the following contact:

iva.kaplanova@metlife.cz Iva Kaplanová | HR Manager

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