

## Aon Risk Services Job Description for College Graduates

**Requirements:** Candidates should be obtaining an undergrad degree in insurance, risk management or business related degree. Candidates must demonstrate excellent communication skills, be client focused and possess strong PC Skills.

**Description:** Associates will become involved in many key areas within Aon's Client Service's Functional Units providing client service to Aon's large property & casualty corporate clients. As an example: Provides day to day support to a Client Specialist who is assigned a client base.

Servicing activities consists of: supporting client post renewal and ad hoc servicing activities; Creates/provides on an as needed or requested basis: policy summaries, schedules of insurance and premium allocations etc.

**Special Skills:** Demonstrates basic customer service skills and ability to initiate or receive telephone client calls or correspondence to process basic/routine service requests. Excellent verbal and written communication skills are required; Demonstrates ability to fully utilize PC office products such as Word, Excel, and Lotus Notes; Strong organizational, time management, and multi-tasking skills.

For more information about Aon Corporation, and to apply visit our website at [www.aon.com](http://www.aon.com) under careers, USA. When you get to Keyword in the job search type in 28400

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