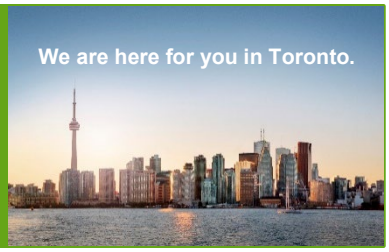
HDI Global SE Canada Branch
www.hdi.global




## Operations Associate

| | |
|---|---|
| Functional Area: | Operations |
| Employment Type: | Part-time |
| Education: | Actively pursuing post-secondary education |
| Experience: | Not required |
| Location: | Toronto, Canada |

## About HDI

HDI Global SE is a member of the Talanx group. Having a gross written premium of EUR 53.4 billion (2022) and 32.3 billion (2023 First 9 months) and including 23,000+ employees, Talanx is one of the major European insurance groups. The Group operates as a multi-brand provider with a focus on B2B insurance in over 175 countries around the world. Financial strength ratings: AM Best A+ (Stable), Standard & Poors A+ (Outlook Stable).

Due to our company's continued growth and expansion, we are now hiring for the position of Operations Associate.

## What We Offer

HDI offers all of the advantages of an international company by providing an exceptional, modern working environment that constantly challenges and rewards.

Opportunities

- Become actively involved in shaping the future of our company.
- Contribute your own ideas.
- Be a part of a dynamic and entrepreneurial work environment.
- Gain real insight into the insurance industry.
- Benefit from mentorship and support from industry professionals.
- Manage your own projects.
- Demonstrate and use your own unique strengths.
- Help start you on your path to a professional career.
- Be a part of a winning team.

## Position Description – Key Responsibilities

Reporting to the Head of Operations, the successful candidate will have strong organizational and communication skills in addition to good analytical and problem-solving abilities. Prior experience in insurance is not required.

- Working with permanent staff in Operations and other departments.
- Helping us ensure that HDI's ultimate responsibilities and goals are achieved.
- Maintaining excellent service standards in your area.
- Data entry, data analysis and clerical support.
- Willingness to learn about systems and workflows.
- Participation in streamlining internal processes and improving workflows.
- Being enthusiastic and interested.
- Sharing your energy.

## The Work Schedule

Must be able to commit to working a minimum of 16 hours per week.

- During office hours: 9:00am to 6:00pm

In return we will provide:

- Flexibility to allow for school schedule: exams, midterms, etc.
- More hours possibly available during school breaks

## Your Qualifications

- 1st or 2nd year College or University student.
- Working toward a degree or diploma in Insurance, Commerce, Economics, Mathematics or related field.
- Proficient in the use of Microsoft Office products (Excel, Word & Outlook).
- Excellent oral and written English communication skills.
- Independent and able to perform with minimal supervision.
- Self-motivated, positive, and passionate.
- Excellent time management skills.
- No prior experience in insurance required.

If you are team-oriented, dynamic, entrepreneurial and ready to take on new challenges, please contact us since we would like to hear from you!

To apply for this position, please forward your resume to: *kirsten.johnson@hdi.global*.

HDI Global SE Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest in HDI Global SE Canada Branch, however, please note that only those selected for interviews will be contacted.