

# Underwriting Support Associate (Intern)

## Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service. Read on more on our Career site: <https://careers.atradius.com/en/careers>.

## Department Description

Special Risk Management (SRM) is a unique, value proposition unit within the Risk Underwriting Team and consists of an experienced team of experts to manage high risk buyer underwriting and high value recovery opportunities. SRM will establish strategies to underwrite and monitor high risk companies as well as directing the course of recovery on larger reported debts to minimize trading losses for our clients.

## Job Description

Reporting to the SRM manager, the right candidate will support the SRM team in underwriting high-risk companies for which Atradius recognizes credit exposure. Concurrently, the right candidate will assist the SRM team in facilitating communications, ensuring data integrity and compliance, as well as general administrative duties. This is a part-time internship located at the Atradius regional headquarters. Compensation is \$20 per hour and is non-negotiable.

## In this position your key responsibilities will be:

- Conduct thorough exposure analysis and deliver comprehensive reports to SRM team for informed decision-making
- Analyze policy modules to identify and compile a list of risk extending modules and grace periods
- Completing necessary actions and allocating work-flow cases from central in-trays
- Scan and spread financial statements into Atradius' proprietary Buyer Underwriting system
- Prospect executives from companies of all sizes to request financial statements and/or additional relevant information necessary to effectively manage credit risk within the buyer portfolio
- Perform ad hoc reviews of subsidiary and affiliate relationships including confirmation of legal status
- Approve journal postings and relay system communications to responsible team members.
- Special projects and general clerical duties as required

## What qualification should you have? The ideal candidate will have the following profile:

- Currently enrolled undergraduate student living in the greater Baltimore area and working towards a bachelor's degree in finance, business, or related field with expected graduation in 2028 or later.
- Recognized flexibility in their schedule to commit at a minimum 15 and no more than 29.5 hours per week.
- Ability to work at least two days a week in our Hunt Valley office throughout the year.
- Proficiency in the Microsoft Office software suite is required.
- Inclination to understand financial statements (income statement, balance sheet, and cash flow statement)
- Demonstrated effective written and verbal communication with both internal and external stakeholders

## What do we offer?

- A dynamic, international and challenging work environment

- Training and support to reach your full potential including the opportunity for continuous professional development
- Challenging tasks with individual development and training opportunities
- The opportunity for a hybrid schedule at management discretion.

#### **Equal opportunities for all**

The success of our organization stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

#### **Do you have any questions about our offer?**

Susan PAULSON, Human Resources, is available by e-mail at [susan.paulson@atradius.com](mailto:susan.paulson@atradius.com).

#### **I am Atradius! - Do you want to know who we are?**

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

*Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.*

You can find further information on our website: <https://group.atradius.com>