

# Aon Corporation

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**Address:** 200 East Randolph Street  
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**Company Website:** [www.aon.com](http://www.aon.com)

**Position Title:** Early Career Development Program Associate – Aon  
Benfield Account Representative

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**Opportunity Location:** Chicago, IL

**Required Major:** Insurance

**Preferred Minor:** Finance

**Minimum GPA Required:** Above 3.0

**Start Date:** 07/19/2010

**Company Description:**

Aon is a global leader in risk management, insurance and reinsurance brokerage, human capital and management consulting, and outsourcing with more than 36,000 employees in more than 500 offices in 120 countries worldwide. We integrate customized services, leverage expertise across industries and apply business knowledge to our clients' strategic goals. Aon helps clients anticipate how change intersects with opportunity. Each of our clients has unique business needs, so we have developed expertise for a complete range of business processes, products and industries. Aon's account and relationship managers form a comprehensive perspective of our clients' organizations, matching our expertise to their business strategy.

**Program Summary:**

The Early Career Development Program consists of a select pool of highly talented recruits who begin employment at Aon with an 18-month formal Development Program. During this 18-month period, associates aggressively learn the business and the Aon culture through on-the-job experience, a formalized development plan and a performance management process. Through this Program, associates build a skill and competency set that is relevant and valuable to the employee's development

and to the business line. Further, through their exposures, the associates will develop organizational knowledge, insight and business relationships.

The Direct Development Program places associates directly into one full-time position upon hire in various locations nationwide. Direct Development Program participants will focus their learning and development in one position, and remain in the position at the conclusion of the 18-month development Program.

#### **Early Career Development Program Duties and Responsibilities:**

As a member of the Early Career Development Program, associates will be assigned specific responsibilities and performance objectives with their manager. Program associates will also be required to complete their assigned formal development plan set forth by the Program. Additionally, associates will be ambassadors of Aon by accomplishing the following:

- Discuss assignment specifications and performance with mentor and manager
- Complete assigned training curriculum
- Support Aon's values at all times
- Represent the Program in a professional manner
- Develop awareness of policies and adapt behavior accordingly
- Approach all development opportunities with an open and positive mindset
- Maintain realistic expectations of the Program
- Give and receive constructive feedback
- Attend and contribute to regularly scheduled meetings and team building activities
- Participate in Program campus recruitment activities, if required

#### **Aon Benfield – Reinsurance:**

Reinsurance is critical to helping insurance companies underwrite risk profitably, while preserving or enhancing capital strength and ratings. Aon Benfield, the world's leading reinsurance broker and intermediary, provides clients with integrated capital solutions and services, delivering objective advice and fostering competition among highly rated reinsurers and an expanding array of new and alternative capital providers. Clients are better able to differentiate and meet their business objectives with our treaty and facultative reinsurance placement services, capital markets expertise, and relevant analytics and technical expertise, including catastrophe management, actuarial and rating agency counsel. To effectively deliver these, and other, services, Aon has developed a global network of local resources brought together via our Global Business Units and a Strategic Account Management system. These resources let us deliver services around the world—to multinational companies, small businesses, independent agents or brokers, associations and affinity groups and even individual consumers—with the local expertise necessary to meet your specific needs.

#### **Account Representative Overview & Responsibilities:**

Demonstrates an understanding of reinsurance, related concepts and Aon Benfield practices, by applying knowledge gained in training or work experience and ongoing mentoring with Brokers. Supports team members through the reinsurance placement process.

#### **Key Responsibilities:**

- Familiar with and can apply Aon Benfield practices, policies, and procedures

- Calculates reinsurance premiums; understands inuring reinsurance concepts
- Monitors outstanding document reports
- Researches and summarizes client information
- Performs review of current underwriting information survey
- Compiles proposals – creating a final product from underwriting materials
- Maintains placement process
- Updates and maintains appropriate correspondence with clients and reinsurers
- Completion of all Transparency and Disclosure compliance initiatives
- Performs other duties and responsibilities as assigned throughout the year

**Required Skills & Experience for Benfield Role:**

- Bachelor’s degree or other combination of education, training and work experience.
- Strong sales skills or have both desire and aptitude to quickly develop effective sales technique.
- Exceptional communication skills, both verbal and written. Must possess excellent telephone manner and customer service skills.
- Earn and maintain appropriate state insurance license.
- Have or obtain working knowledge of insurance products, services and legislation.
- Committed to delivering the highest in customer service, quality and sales results.
- Good judgment in prioritization of assigned tasks.
- Maintain positive attitude and work well with other team members.
- Comfortable with learning and using multiple software and system-based applications, including database and spreadsheets (MS Word, Excel, Sales Tracking System, Internet based systems).

**Selection Requirements**

The selection of the Program associates will be based upon, but not limited to, the following criteria:

- December 2009-June 2010 undergraduates only, for start date of July 2010
- Candidates pursuing Bachelor Degrees with majors in Risk Management, Business, Accounting, Finance, Economics, Liberal Arts or a related degree
- A minimum overall GPA of 3.0 strongly preferred
- Relevant work/ internship experience
- Mature and professional demeanor
- Critical thinking, problem-solving and analytical skills
- Strong communication skills, both verbal and written
- Strong PC skills including knowledge of Microsoft Office Suite
- Results-oriented
- Ability to cultivate relationships
- The ability to work as an integral part of a team, fostering teamwork and cultivating relationships, as well as work independently or with minimal direction
- Adaptability – quick learner
- Positive attitude
- Involvement in extracurricular activities

Aon is an Equal Opportunity Employer. All applicants are evaluated without regard to race, creed, sex, age, national origin, sexual orientation, color, handicap, or disability.

For more information about Aon Corporation, visit our website at [www.aon.com](http://www.aon.com).

For more information about Aon Benfield, visit our website at

<http://www.aon.com/reinsurance/default.jsp>

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*Please register and apply for positions directly at [www.aon.com](http://www.aon.com) by searching "Early Career". Thank you!*