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Brokerage Operations Internship

COUNTRY Financial is offering a Brokerage Operations Internship in our Brokered Insurance and Financial Solutions division at our Bloomington, IL location. This internship will begin in September 2010 and end in December 2010.

Internship responsibilities:

- Scan, save, and distribute Brokerage documents to internal employees, Financial Representatives, and 3rd parties.
- Enter and update customer, policy, and pending case data/documents in Brokerage administrative systems.
- Process Financial Rep appointment requests with insurance carriers.
- Monitor functional mailboxes and save/distribute documents as needed.
- Monitor voicemail boxes and distribute messages.
- Assist Property/Casualty, Life/Health, and operations departments with various tasks as assigned.
- Other projects as assigned.

Required Skills

- Coursework in business or business-related field preferred.
- Strong written and verbal communication skills required.
- Ability to multi-task and handle multiple assignments

Additional Information

- This is a paid internship, available to current college students.
- The internship begins in **September 2010** and is located in Bloomington, IL.
- The internship will be part-time (15-20 hours/week) through the 2010 school year. Scheduled hours during the school year will be based on the intern's class schedule.
- Candidates should also apply online:

www.countryfinancial.com/brokerageoperationsinternship

Interested candidates should apply online by **September 10, 2010**.

Questions? Please contact:

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www.countryfinancial.com/internships

