

# Equity Office Products

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**Contact Person:** Marco Flores

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**Company Website:** [www.equityoffice.com](http://www.equityoffice.com)

## **Position Description: Risk Management Intern**

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Opportunity Location: Downtown Chicago

Department: Risk Management

Supervisor: Director Risk Management

### **Primary Responsibilities/Accountabilities:**

- Manage special analytical risk management assignments, including compilation, review and analysis of underwriting data needed for various insurance renewals including: general liability, auto, property, excess liability, workers compensation, pollution, flood and management liability
- Key member on generating a cost of risk financial analysis for insurance programs and captive insurance company
- Insurance Policy Database project – establish a policy database by gathering and electronically filing insurance policies
- Maintain and expand the Insurance Policy summary document
- Assist with claim tracking and research coverage issues
- Run Property Valuation reports
- Help with tenant audit requests for invoices
- Assist with maintaining the department website and share drive
- Reorganize insurance & claims files
- Assist with communication and implementation of insurance property loss control recommendations
- Responsible for assuring Certificates of Insurance, auto ID cards, etc. are issued, coordinating with Insurance Brokers when issues arise and continually reviewing for accuracy and need
- Exposure to risk transfer techniques, contractual risk mitigation, captive insurance management, financial reporting, loss control and claims & litigation management
- **Presentation at end of summer outlining journey, results, evolution path**

### **Organizational Relationships**

- All business units and regions
- Risk Management Department
- Third Party Administrator Account Manager and Insurance Brokers

**Intern Skills**

- Interested in risk management from a corporate setting and has a general understanding of the risk management process
- GPA over 3.0
- Involvement in organizations and activities

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*If you have an interest, please email your resume to Marco Flores at  
Marco\_Flores@equityoffice.com.*