



Professional Associate Program

CHARTIS 

"For a truly exceptional graduate career join the Chartis Professional Associate Program. Become part of our successful offering by applying today! "

Chartis is a world leader in insurance, with 90 years of proven experience and customer service. Our fundamental strength lies in our 40,000 employees, who combine global reach with the ability to serve clients in more than 160 countries and jurisdictions. We focus on commercial and personal insurance, with over 500 innovative products and services that are backed by our superior financial strength. As a result, more than 45 million clients around the world rely on us to meet their unique insurance needs.

2012- 2013 Professional Associate Program Overview

The Chartis Professional Associate (PA) Program is a graduate opportunity that few other organizations can match. This highly focused, structured training program includes up to five weeks in New York in your first year, and you can look forward to early responsibility, exceptional support, extensive exposure to senior managers and highly competitive rewards.

The PA Program is an exclusive and competitive program for graduates from all degree disciplines. There are approximately 50 Professional Associates recruited each year across the globe, with one of those places available in Switzerland.

After one year you'll be ready for your role of Underwriter, whilst performing many of the duties already within your first year and the exciting long term career prospects reflect Chartis' standing as one of the biggest players in the insurance sector.

You will take on a position within our Swiss Financial Lines underwriting operation. Specifically, you will become a member of the Financial Institutions team where we count many of the leading banks, insurance/reinsurance and asset management companies among our clients. You will develop a solid working knowledge of underwriting principles, learnt through self-study, classroom, distance learning and structured on-the-job training.

Upon completion of your structured training, your career will continue to progress as you learn and grow with the Company. The emphasis on your professional and personal development will remain a focus as you continue to work closely with profit center managers and Chartis insurance school trainers. Looking long term, a wide range of opportunities could open up in Switzerland, within other countries in Europe or even overseas.

Career Development

Throughout the first year of the program you will come for instruction at the Chartis Insurance School in New York. The training program's curriculum is developed with Chartis subject matter experts and corporate training experts.

The Insurance School is responsible for:

- The overall design of the program
- The execution of the training curriculum
- Monitoring the progress of each trainee
- Maintaining up-to-date records on all trainees

The school teaches more than just trainee underwriting skills, but also a broad Chartis and industry knowledge that lay the foundation for a successful career, including an insight into other business areas outside of your own. You will attend the school three times across the year, for a period of approximately 2 weeks each time.

On-the-job training

The work environment is challenging, rewarding and supportive, and you will be offered on-the-job training from day one, which is:

- Co - facilitated with your Manager and undertaken alongside your Manager (or their designee or subject matter expert).
- Scheduled to provide adequate time for each training activity.
- Delivered on a regular timely basis to ensure you have the requisite skills to be an entry-level underwriter at the conclusion of the program.
- Utilized to cover the key training elements outlined in the program schedule.
- Structured to provide you with an opportunity to assume responsibility for your development

Career progression

Upon completion of the training program, the rate in which you will progress with Chartis will very much depend on your performance, talent and drive to succeed. High performers are recognized and rewarded with a challenging and successful career with the firm.



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"...the role is not desk bound rather far more proactive, with constant market interactions that are challenging and rewarding"

PA Role Profile

The Professional Associate Underwriting Trainee

You will be working in a fast-paced, intense environment where expectations will be high and self motivation to drive self-study and create opportunities will be critical.

Risk and Financial analysis and account pricing will form key parts of the underwriting role therefore you must have the ability to learn complex information quickly.

You will eventually be drawing on selling, presentation and negotiating skills to underwrite and process new and renewal accounts.

Each Professional Associate is expected to successfully complete the training program to gain the skills and knowledge needed to function as an entry-level underwriter. This will include reading and homework assignments, attendance at seminars and training events, completion of on-the-job assignments, regular meetings with your Manager and performing the day to day role of an entry level Underwriter.

As an entry level Underwriter you will need to:

- Understand the importance of and demonstrate competency in risk and financial analysis, file documentation, and account pricing.
- Support profit center's business initiatives and strategies.
- Recognize the impact of underwriting decisions on the claims divisions.
- Work with the claims division and internal service organizations to meet our customer's needs.
- Develop and demonstrate presentation, selling, and negotiation skills.
- Underwrite and process new and renewal accounts.

The Induction Program

Introduction to Chartis

In your first few months you will attend the following events, which will give you the opportunity to learn more about Chartis as well as meet other new PA's and existing Chartis employees from the UK and across the globe;

- Attendance at The Chartis Insurance School in New York.
- Attendance on the one day induction program in Zurich, with other starters in Switzerland.
- Visits to the Chartis Europe regional offices in London.

The Mentor Scheme

You will be assigned an underwriting manager as a mentor upon joining, who will provide you with feedback and coaching throughout the 12 month program. Your mentor will be concerned with your development and will support you throughout the learning process to help you achieve success.

The Buddy Scheme

In order to make you feel at ease in your first couple of weeks, you will be appointed an ex-PA as a buddy, who will be able to provide you with guidance and offer you the benefit of their experiences.

Why Join Us?

You will be joining one of the world's largest companies and leading international insurance organizations, and can expect opportunities and rewards that will fast-track your career.

At Chartis we believe that a job is more than just a place to earn a salary. It should be part of a larger vision which motivates you to come to work every day and inspires you to grow with the firm. It should be part of a career. That's why we believe in fostering employee career growth, tracking employee progress, training staff in new and valuable market skills, and hiring internally whenever possible. Throughout the organization's history, our employees have forged impressive career paths through hard work, ingenuity, and outstanding performance.

In addition to offering a competitive salary to PA's, we also provide a variety of excellent employee benefits, including 25 days holiday per annum, company pension and accident insurance.



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"Chartis has a uniquely entrepreneurial culture which really encourages and rewards achievement..."

The Application Criteria

Our minimum requirement is a bachelor's degree (or equivalent) in business administration, preferably with a concentration in banking and finance. It's also essential that you can live and work in Zurich. Fluent English oral and writing skills are indispensable, same level in French is a great advantage. If you do not currently have permission to work in Switzerland, please provide full details of how you would qualify for permission so that we can consider whether or not it will be possible for us to progress your application.

Have you got the passion, drive and intellect to succeed in one of the world's leading international insurance and financial services organizations?

Do you have the ability and ambition to rapidly progress?

Do you have a strong work-ethic, motivated by continual challenges to perform and improve?

Is working collaboratively with others fundamental to your style?

If you are able to answer positively to the above criteria, then make your application today.

Entry

The 2012-2013 Professional Associate Program commences July 23, 2012.

Make an Application

We are delighted that you wish to apply to our program. Please submit your application via e-mail to:

Valérie Schönenberger

Human Resources Manager

Chartis Europe S.A. (Switzerland)

Gutenbergstrasse 1, 8027 Zürich

Tel. +41(0)43 333 37 38

E-Mail: valerie.schoenenberger@chartisinsurance.com

For more information on the 2012-2013 Chartis Professional Associate Program and your role within the underwriting team please contact:

Hendrik Jauer

Financial Lines Manager

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