

Intern, IT Infrastructure, Americas Zone

Intern Opportunities at Allianz Global Assistance consist of a ten week program focused on giving students the opportunity to gain business knowledge and experience.

Our Internship Program follows a project management methodology that allows each Intern to manage a project within a specific department. We provide Lunch and Learn's, networking and mentoring opportunities.

Hours are Monday – Friday 9:00am – 5:00pm

Program begins on Monday, June 1, 2015 through Friday, August 7, 2015.

Essential Job Functions (other duties may be assigned):

- Manage technical details of Canadian merger including hardware software installation, asset management, circuit installation, and server administration.
- Produce presentations for executives on various topics.
- Provide analysis to the VP of Infrastructure on project status and project financial forecasts
- Act as a liaison with other departments for merger project issues and communications.
- Conduct special projects as directed by the VP Infrastructure, Americas Zone.
- Represent the IT department on project committees.
- Identify new ways to measure success and/or concerns.
- Act as liaison with other departments and divisions in the Americas Zone and globally.
- Identify and recommend changes to ineffective/inefficient processes.
- Identify low-value work and eliminate to achieve department objectives.

Minimum Qualifications:

Must be a Junior or Senior in college pursuing a degree.

Major preferred : Information Systems, Computer Science, Math, Engineering,

Knowledge, Skills and Abilities:

- Knowledge of Powerpoint and Excel for executive presentations.
- Ability to build a trusting rapport and relationship with internal and external customers.
- Flexibility: ability to adapt to on-going change and work in a fast-paced, deadline intensive environment.
- Excellent communication skills: oral and written.
- Problem solving skills with the ability to develop creative solutions to meet and/or exceed expectations.
- Ability to learn and apply new concepts and reporting procedures
- Ability to multitask.
- Ability to work independently and collaborate as needed with team and other departments.
- Ability to apply feedback, take initiative and be accountable for work produced.
- Strong interpersonal skills.

The statements herein are intended to describe the general nature and level of work being performed in this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of incumbents.