

BUSINESS SUPPORT TRAINEE (M/F/O)

Company:	Assicurazioni Generali SpA – Luxembourg Branch (GEB)	Job Location:	Luxembourg
Reporting to:	Lara Loschiavo, Strategic Partnerships Specialist	Business Travels:	N/A
Org. level:	N/A	Working model	Full time in the office WFH/WFA not allowed

	<p>Established in Trieste (Italy) in 1831, Assicurazioni Generali SpA is a business with a history. The Generali Group is one of Europe's biggest multiline insurers by market capitalization, and it ranks in the top five insurers in the world by global premium income.</p> <p>Generali Employee Benefits (GEB) is the business line of Generali Group leader in global employee benefits solutions and insurance services, designed for local and expat employees, consisting of: physical protection (health, accident and disability), emotional support (e.g. prevention of mental health issues), and financial protection (life and retirement).</p> <p>GEB is a global Employee Benefits platform that helps Multinational Corporates succeed by protecting and enhancing the physical, emotional & financial wellbeing of their human capital. Driven by customer service, innovation, people and knowledge, we are built on an ecosystem of partnerships to support clients on their Environmental, Social & Governance journey. Our presence is truly global (121 countries) and reliable thanks to our 136 trusted local Network Partners, who enable us to provide focused expertise and support to 347 Lifecycle Pooling coordinated multinational programmes (including Global Underwriting) and 57 Captive programmes, with a premium volume of €1.7 billion (YE 2023 figures).</p>
Main responsibilities (non-exhaustive list):	<ul style="list-style-type: none"> • Support communication with Network Partners (local insurance companies) on GEB initiatives and to promote and enhance the solidity of the partnership • Support the testing phase of the Document Management System • Assist in the organization of events dedicated to Network Partners (GEB Network Academy, Network Partner Board...) • Support team in the daily follow up with Network Partners to enhance their global understanding of GEB • Support team with business performance and market analysis, review of contractual documentation, preparation of reference information tools for Network Partners and GEB, coordinating specific tasks with Network Partners (Alignment Calls organization, coordination of preparatory Network Coordination Committees), • Coordinate with GEB internal stakeholders all aspects related to the management of Network Partners • Coordinate with GEB internal stakeholders all aspects related to the contractual documentation, in particular with Legal Department • Support the review of standard templates and propose wordings in case specific needs arise • Perform any other professional task as may be needed to allow Network Management & Partnerships to follow their roadmap and reach their targets
Profile (skills, experience, diploma and/or professional qualifications...):	<ul style="list-style-type: none"> • Result oriented, with outstanding communication and interpersonal skills, both written and verbal • Team player, with strong ability to work in a team setting • Self-motivated, pragmatic and pro-active, able to take initiative and make things happen with moderate supervision and guidance • Excellent organisational skills, including the ability to plan and prioritise own work and manage deadlines.

- Capable of working on multiple, overlapping tasks in a fast-paced environment
- Fluent in English, any other language will be an additional asset.

Recruitment commitment

Generali Employee Benefits' commitment for recruiting

Generali Employee Benefits is committed to promote equal opportunities in employment. Candidates will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, color, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

At Generali, we believe that it is our differences that make the difference. At the heart of everything we do, we value the fact that we are all human beings, unique in our own ways, bringing different cultures, lifestyles, mindsets, and preferences. Our commitment is to leverage this Diversity to create long-term value, to be innovative, sustainable, to make the difference for our people, our clients, our partners as well as our communities. We strive to promote a culture where D&I is embedded in how we work and do business every day. All of us around the world are taking actions every day to create an inclusive and accessible workplace, where every person feels empowered to take ownership, to challenge biases and lead the transformation with a human touch.

Generali Employee Benefits endeavours to contact candidates within 14 days of application. However, if you do not hear back after 2 weeks then please assume on this occasion, unfortunately, you have not been successful.

Personal data collected will be strictly used for recruitment purpose only. All unsuccessful applications will be destroyed max. 3 months after this recruitment campaign closing.

2024-10-10