



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 748

30th September 2023

Sub. Placement Opportunity for 2024 Batch BBA students from GGSIP University at "AON"

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of placement opportunity for BBA students of GGSIP University of the batch passing out in year 2024 in the company “AON” for your reference and circulation to students to apply on given link by **3rd October 2023 1:00 PM.**

Registration Link – <https://forms.gle/BtBZ1Dc6BSfzgp8m9>

Company- Aon India Insurance Brokers Private Limited

Eligibility:-

- Degree - BBA
- Year - 2024
- Designations -
 1. Graduate Trainee – Claims
 2. Graduate Trainee – Client Relationship Management
- 70% throughout, 10th, 12th and BBA
- Joining - May 2024
- Compensation - INR 6,00,000 P.A.

Detailed roles and responsibilities are mentioned in the JD's.

LAST DATE FOR REGISTRATION IS 3rd October 2023 1:00 PM.

(Ms. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIP University

-Company Name:	Aon India Insurance Brokers Private Limited
Official Website:	https://www.aon.com/apac/india/default.jsp
Company Size:	450+
Preferable Regions to Hire from:	Mumbai, Gurugram, Noida, Bangalore
Target Degree and Branch:	BBA
Batch:	2024
Salary Bifurcation (Fixed + Variable)	Fixed – INR 6 lacs Variable - NA
Designation:	Graduate Trainee – Claims
Roles and Responsibilities:	<ul style="list-style-type: none"> • Maintain and update claims registration process in Aon’s system. Entry of all claims in Systems and tracker • Maintain and share MIS/claim status with clients periodically. • Claims management for the assigned set of clients and type of claims. • Support claims team on claims management • Monthly Dashboards & MIS • Follow-up and coordination with internal teams/clients/Surveyors/Insurers on claims. • Follow assigned claims process and practice. • Support sales and speciality from claims perspective • Provides subject matter expertise and enables the smooth handling of all claim situations with Non EB client policies. • Ensure smooth processing of claims and deliverables.
Joining Location:	<p>Preferably Mumbai, but the candidates applying for this role must be open to any of our existing locations (Ahmedabad, Bangalore, Chennai, Hyderabad, Gurugram, Kolkata, Mumbai, Noida & Pune).</p> <p>Location will be confirmed closer to joining.</p>
Joining Period:	Joining as Full-Time Employee: May’24

Interview Location:	Hub campus
Confirmed Interview Date:	To be decided
Gender Preference (If any):	NA
% Cut-off (if any):	70%
Selection Process:	Profile shortlisting, GD (if required), Panel interview
Bond to be Signed:	NA
Bond Details (if applicable):	NA
Selection Ratio:	1:3
Specific Requirements (if any):	<ul style="list-style-type: none"> • Excellent Communication & Presentation Skills, Conceptual Abilities • Networking Skills • Be a self-starter and highly organized • Strong attention to detail • Good organisation and planning skills • Has an in depth understanding of insurance products and has detailed understanding of potential scenarios of claims arising in different industry and product contexts. • Provide solutions to the client managing claims. • Learn and adopt new practices in claims management. • Follow assigned claim process.

Important Details:

* Interview Date once posted on platform cannot be changed

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Target Degree and Branch:	BBA
Batch:	2024
Salary Bifurcation (Fixed + Variable)	Fixed – INR 6 lacs Variable - NA
Designation:	Graduate Trainee – Client Relationship Management

Roles and Responsibilities:

- Be responsible for meeting renewal business broking revenues as per annual targets and for executing / managing employee benefit insurance renewals for all existing clients under their purview
- Will also be responsible for generating cross-sell business revenues as per annual targets from existing clients serviced by the colleague
- Will be primarily responsible to develop and execute the client renewal processes in line with the agreed timeline plan for the client and follow the laid down process without exception including floating quote slips to insurers and negotiating / finalising premiums for the renewal.
- Will need to develop and execute a client benefits strategy inline with the principles laid down for and by the client and ensure that the benefits plan is executed in line with the same without deviation, taking guidance from experienced CRM/ Location Leader
- Will need to lead and conclude all legal documentation like NDA, Broker Services Agreement, SLAs, TOBA and enable / conclude all discussions with the respective legal teams including Aon legal and compliance teams.
- Will be primarily responsible for initiating, managing and maintaining strong relationships with all stakeholders at the client end in a structured manner
- Will acts as the client steward and initiate all stewardship activities relating to the account in a timely manner

	<ul style="list-style-type: none"> • Will liaise with clients at various levels to understand their needs in detail and ensure that they are appropriately advised on every area of employee benefits and make a final recommendation of service providers that suit the client needs optimally. Will utilise presence of Location leader/ Experienced CRM as appropriate during discussions • Will execute all strategy led wellness initiatives with support of the health promotion team • Will work closely with other colleagues supporting the client and ensure that all important updates on that clients are circulated to all.
Joining Location:	<p>Candidates applying for this role must be open to any of our existing locations (Ahmedabad, Bangalore, Chennai, Hyderabad, Gurugram, Kolkata, Mumbai, Noida & Pune).</p> <p>Location will be confirmed closer to joining.</p>
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Specific Requirements (if any):	<p>The primary responsibility of the role is managing the client relationships under their purview, be accountable for revenue and cross sell responsibilities and work along with the client services team to ensure that client satisfaction is maintained. Client managers will be dedicated to different client segments like SME, Mid-Segment Accounts as required by the practice</p>
	<ul style="list-style-type: none">• Effective communication, presentation, consultative selling, advising, and negotiation skills• A consulting mind-set, strong analytical skills, a competitive drive, be a team player and is collaborative.• Ability to manage and excel in ambiguous situations and be a quick learner• Dynamic self-motivated team player with a track record• Demonstrable Relationship Management skills

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Designation:	Graduate Trainee – Claims

Roles and Responsibilities:	<ul style="list-style-type: none"> • Interact with clients/prospects and insurers. • Client Servicing and Claims support for business. • Support in regular transactional claims and monthly invoicing • Engage and troubleshoot service delivery issues that could impact existing and future client opportunities. • Collaborate with the Sales and Specialty leaders/teams to advance client satisfaction, retention, expansion and profitability objectives. • Ensure best in class client experience with existing clients and a high level of client relationship management. • Execute processes and measures for monitoring and maintaining standards of business conduct consistent with Insurance Brokers' Code of Business Conduct • To provide seamless, end to end servicing for all allocated domestic business accounts. • S/he will be responsible for providing technical and/or operational expertise regarding such accounts including coordination efforts and organic growth including cross selling of products.
Joining Location:	<p>Preferably Mumbai & Hyderabad, but the candidates applying for this role must be open to any of our existing locations (Ahmedabad, Bangalore, Chennai, Hyderabad, Gurugram, Kolkata, Mumbai, Noida & Pune).</p> <p>Location will be confirmed closer to joining.</p>
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