

 **Launch Your Career with R.E. Chaix & Associates!** 

Location: Irvine, CA

Compensation: \$22 an hour

Schedule: Part-Time and Full-Time Options Available

About Us: R.E. Chaix & Associates

R.E. Chaix & Associates is a premier Wholesale Insurance Brokerage specializing in: P&C, Professional Liability, Workers Comp/Environmental, Marine/Garage/Commercial Auto, and Personal Lines/Oil & Gas/Cannabis/Special Programs.

Licensed in all 50 states, we proudly manage a growing premium portfolio exceeding **\$100 million**, all while maintaining a **client-focused and service-driven philosophy** since 1987.

Why Join Us?

- **Deep Industry Expertise:** Learn from a team with over 100 years of combined experience.
 - **Access to an Industry Network:** Leverage connections built over 35+ years.
 - **Career Opportunities:** Invest in your future with defined career paths.
 - **Educational Internship Program:** A structured program focused on enriching your education and skills.
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Internship Duties:

- Assist brokers and underwriters with administrative tasks, policy preparation, and document management.
- Review insurance applications and ensure accuracy and completeness.
- Conduct market research to identify carrier options and analyze coverage terms.
- Communicate with retail agents to gather client information and provide updates.
- Learn about risk assessment, underwriting, and surplus lines regulations.
- Participate in training sessions and assist with special projects or initiatives.

Internship Qualifications:

We're seeking ambitious students who:

- Have completed at least **2 academic years** of study in a bachelor's program related to: Risk Management, Finance, or similar fields.
 - Maintains a 3.2 Cumulative GPA or higher.
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How to Apply:

1. Submit a cover letter expressing your interest in the internship to:

Alex Sullivan
Human Resources Department
Email: alexs@rechaixinsurance.com

2. If selected, our HR team will send you an application.