



Join us at If for a summer internship

About the role

Join us for an internship experience where you will gain valuable hands-on experience and take part in real projects with supportive supervisors. Our internship opportunities offer a platform for growth and learning. Enjoy our supportive managers and collaborative teams, as well as a modern working environment at our office in Vilnius. Take advantage of the #NormalJob opportunity that awaits you!

Why choose an internship at If?

- Gain hands-on (real-world) experience: at If, you will work on real tasks and projects in close collaboration with our managers and buddies.
- Learn about the insurance industry: get to know the work processes of a Baltic insurance company while gaining valuable industry experience.
- Advance your career: upon successful completion of our internship program, you will join our talent pool, becoming noticed by our hiring managers for future opportunities.

What will you do?

- Manage various sales administration tasks within broker sales or sales support teams.
- Draft and help administer insurance contracts, update data in internal systems.
- Monitor and manage renewal process, send reminders to the customers, and create renewal policies drafts.
- Communicate via e-mail with customers, brokers, and other stakeholders.
- Support commercial sales teams with daily tasks during vacation period.

What do we expect from you?

- At least one year of study in a business or economics-related field.
- Proficiency in Lithuanian, as well as good knowledge of English, both written and spoken.
- A proactive attitude and a willingness to continuously learn and improve.
- Time management skills and attention to detail.
- Computer literacy.

Our promise to you

- Monthly salary: €1100 (gross).
- Experience of an international and contemporary work environment within a leading insurance company in the Nordic & Baltic region.
- Engagement in a strong company culture, including company events, lunches with management and other inspiring initiatives.
- Job location: Vilnius.
- Internship period: 2-3 months.

Join us!

Take your chance and embark on a journey of growth and discovery. Apply now to take advantage of this opportunity and become part of our dynamic team.

If you want a #NormalJob, If has one to offer!

By submitting your application, you accept our [privacy notice](#).