



Example of Risk Management Intern Job Description

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Our company is hiring for a risk management intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for risk management intern

- You will handle incoming calls from merchants and others as applicable
- You will prepare and send basic communication to our attorneys and collection agencies
- You will prepare Proof of Claim filings on bankruptcies
- You will input data into and ensure accuracy of select tracking spreadsheets
- You will research UCC filings to determine our lien position and identify any subsequent filings
- You will conduct inquiries into the ownership of UCC filings
- You will prepare accurate customer statements
- You will prepare a variety of customer communications
- You will perform UCC filings as assigned
- You will set up and maintain customer accounts

Qualifications for risk management intern

- Must have unrestricted authorization (Student pass for non-Singaporean) to work locally in Singapore
- Knowledge of reporting packages like Cognos, database querying language like SQL, and banking terminology would be additionally beneficial
- Has the knowledge and confidence to implement strategic changes to the business owner
- Basic understanding and interest in Finance is a plus
- Extensive work in statistics and/or financial mathematics is highly preferred

