

Junior Power

Vocational training at Swiss Re



Founded in 1863 and headquartered in Zurich, Swiss Re is a leading global provider of reinsurance, insurance and other insurance-based forms of risk transfer.

Contents

Swiss Re Management Ltd	4
Apprenticeships at Swiss Re	5
Businessman/ Businesswoman EFZ	6
IT specialist in application development EFZ	8
IT specialist in systems engineering EFZ	10
Mediamatics specialist EFZ	12
Hotelspecialist EFZ	14
Housekeeper EBA	16
Chef EFZ	18
Catering specialist EFZ	20
Trainee placements	22
PWA trainee	24
HMS trainee	26
Quotes from trainees	28
Information about the application	30

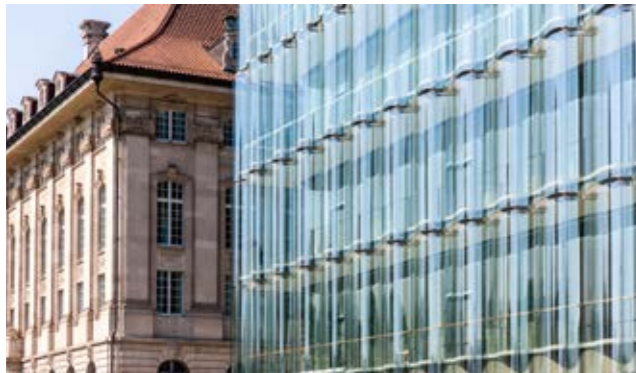
Swiss Re Management Ltd.

Founded in 1863 and headquartered in Zurich, Swiss Re is a leading global provider of reinsurance, insurance and other insurance-based forms of risk transfer.

Our international direct and brokered clientele comprises insurance companies, mid to large-sized companies and clients in the public sector. A global employer, Swiss Re has a workforce of approximately 11 500 worldwide, including about 3 000 in Switzerland.

Swiss Re offers more than 30 placements a year for apprenticeships and traineeships. During their time at Swiss Re, our young talent receives on-the-job guidance and support from qualified professionals. These trainers are committed and consistently dedicated to supporting and challenging the young people in their development. The goal is to give them a successful start in the dynamic and demanding world of work.

In addition, we provide a framework for our apprentices and trainees to successfully integrate into our company and corporate culture, to make new contacts and to network.



The Swiss Re headquarters (left) with its magnificent views of Lake Zurich was built in 1913 by Swiss architect Alexander von Senger. In 2017, Swiss Re added office space with Swiss Re Next (right).

Apprenticeships at Swiss Re

In addition to vocational school and industry-wide courses provided by the associations, Swiss Re organises internal workshops for the apprentices to support their learning success.

The workshops cover the following:

- Work and study techniques
- Business etiquette
- Presentation techniques
- Motivation - the magic word
- IT courses
- Introduction to insurance
- Intercultural learning
- Review – outlook – assessment of the apprentice's progress
- How to write a successful CV and cover letter

Swiss Re assists apprentices in their academic studies by helping to pay for textbooks, any remedial courses, language stays organised by the school and project weeks and excursions. Swiss Re also supports apprentices focusing on business administration, IT and mediamatics with a language stay in England if the apprentices are not already taking part in the school language stays.



Businessman/ Businesswoman EFZ Services and administration

Federal certification of competency as a commercial assistant requires a three-year apprenticeship.

At Swiss Re, we offer you a commercial apprenticeship in an international and multicultural workplace within the services and administration sector. During your three-year apprenticeship with us, you will work in a range of teams and departments, and you will have a say in what departments you would like to gain experience. Some of the options available include working in Human Resources, IT, Logistics, Communications, and insurance lines.

In all departments, you will deal with internal clients and, depending on the unit, also with external clients and suppliers.

With us, you will learn the fundamentals of the re/insurance business, along with other skills you will acquire and study in more depth – for example, in our internal workshops and training courses, such as the fascinating course on business etiquette and the workshop on intercultural learning. In addition, you will have the opportunity to participate in a range of projects. For instance, you could serve on the editorial team of Junior Power Times, our internal publication for and by our apprentices and trainees, or during apprentices' week, when the apprentices from all programmes run an employee restaurant together.

Do you enjoy administrative work? Have you got organisational talent, and do you enjoy interacting with people from diverse cultural backgrounds and every corner of the world, in English and further languages perhaps?

If so, then our commercial apprenticeship programme (Businessman/ Businesswoman EFZ) is perfect for you!



IT specialist in application development EFZ

Federal certification of competency as an IT specialist in application development requires a four-year apprenticeship.

In your first year, you will receive external training while also attending vocational school. In the remaining three years, you will focus on one area of specialisation and work on the relevant specialist team.

As an IT application developer, you will develop a wide range of software for use in services, processes, products and control systems in all lines. Your job will entail analysing, planning, programming and testing software applications prior to implementation. You will be solution-driven in your work and contribute to innovative software designs. Because your job requires an exact understanding of the tasks and processes involved on the client or prospective user side or in their IT environment, human interaction is a key and constant feature of the work you do. Teams are often international and so language skills are crucial, especially a good command of English.

Are you a strong team player who knows how to be a good listener and follow up with pointed questions?

If so, this apprenticeship as an IT specialist in application development (IT specialist in application development EFZ) is perfect for you. You will need to be able to compile and understand your clients IT issues and propose an optimal solution.



IT specialist in systems engineering EFZ

Federal certification of competency as an IT specialist in systems engineering requires a four-year apprenticeship.

In your first year, you will receive external training while also attending vocational school. In the first two years of your apprenticeship, you will receive basic IT training, and in the final two years, you will focus on one area of specialisation.

As an IT specialist in systems engineering, you will install hardware and software, set up workstations and also plan, implement and administer IT networks. In addition, you will run and monitor our servers and provide user training. With us, you will work in teams to install and configure IT systems in line with user needs. You will also ensure that systems and networks are available to users at all times. To this end, you will work in cross-functional project teams.

As a systems engineer, you will need a detailed overview of the hardware and software used in our operations or by the relevant clients. To ensure the IT is operational at all times, you will have to plan ahead, closely monitor real-time utilisation levels of systems and processes and anticipate demand spikes, taking or initiating action as appropriate.

Are you a strong team player who is committed to keeping up with innovation? If so, the apprenticeship as an IT specialist in systems engineering (IT specialist in systems engineering EFZ) with us is perfect for you. Team work is essential to the ability of IT departments like ours to perform and to consistently come up with innovative solutions that provide new benefits to clients and operations alike.



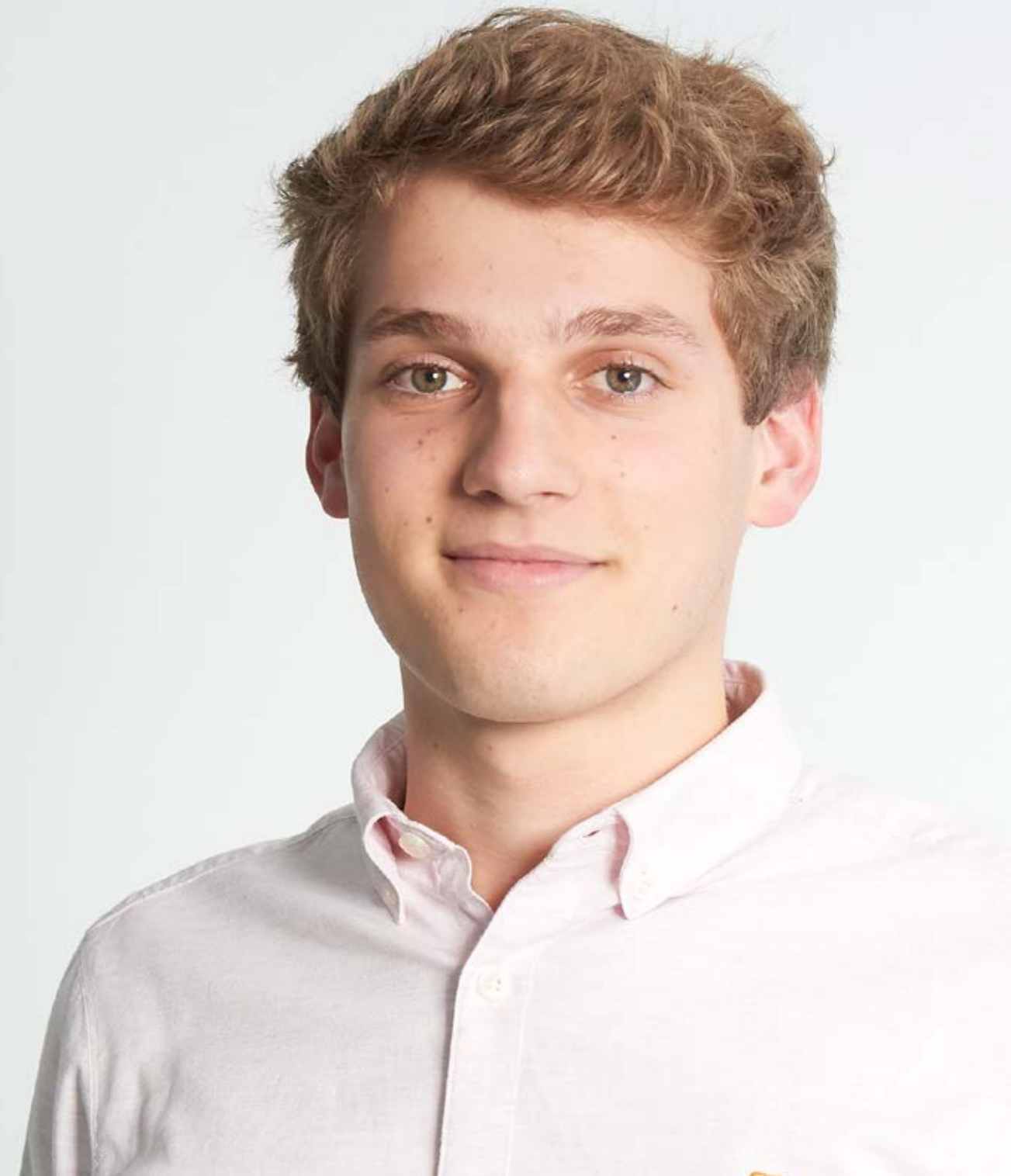
Mediamatics specialist EFZ

Federal certification of competency as a mediamatics specialist requires a four-year apprenticeship.

You will spend the first year of your apprenticeship completing the foundation year at ZLI while also attending vocational school at Berufsschule BZZ in Horgen. The foundation year will prepare you for deployment in our company. You will undertake various projects, tasks and assignments to advance your technical skills and working methods and also acquire basic skills.

In the first two years of your apprenticeship, you will rotate through different fields of specialisation, gaining insight into a wide range of specialist areas such as seminar and conference management, AV services, communications and media production. Your training will also include delivering instructional content via e-learning courses and creating and maintaining Ourspace and intranet pages. Your training and development plan with us will be tailored to your needs and interests to set you on a clear path to successfully completing your apprenticeship.

Are you creative and a people person, and are you into new technologies and new forms of communication? If so, this apprenticeship as a mediamatics specialist (Mediamatics specialist EFZ) with us is perfect for you! As a mediamatics specialist at Swiss Re, you will act as an interface between creative, communications, IT and business management functions.



Hotelspecialist EFZ

Federal certification of competency as a hotel management specialist requires a three-year apprenticeship.

At Swiss Re, you will perform a wide range of housekeeping duties in our conference, dining and hotel facilities, all in the service of making guests' stay as pleasant and comfortable as possible. In housekeeping, you will look after the hotel rooms, while in the laundry you will take care of daily laundering needs, using state-of-the-art appliances to wash, iron and mend items as needed. In logistics, you will order food, linen and cleaning supplies and check deliveries before the items received are organised and forwarded to the relevant departments.

You will also be needed at the office and at the buffet, where the food and beverage orders are set up during breakfast hours. In the third and last year of your apprenticeship, you will further develop the skills and expertise you have acquired while also co-staffing the front desk. Throughout your apprenticeship, you will interact with people of diverse cultural backgrounds.



Housekeeper EBA

Federal vocational certification as a housekeeper requires a two-year apprenticeship.

At Swiss Re, you will perform a wide range of housekeeping duties in our conference, dining and hotel facilities, and you will share responsibility for ensuring the comfort of our guests. In housekeeping, you will look after the hotel rooms, while in the laundry you will take care of daily laundering needs, using state-of-the-art appliances to wash, iron and mend items as needed.

As a housekeeper, you will be familiar with cleaning agents and expert in the care that different fabrics and materials require. During breakfast hours, you will prepare tea, coffee, milk drinks and simple dishes, supporting the waitstaff as needed. In logistics, you will order food, linen and cleaning supplies and check deliveries before the items received are organised and forwarded to the relevant departments. Throughout your apprenticeship, you will interact with people of diverse cultural backgrounds. Yours will be a multi-faceted job that will keep you on the go.



Chef EFZ

Federal certification of competency as a chef requires a three-year apprenticeship.

You will rotate through all stations and learn how to prepare food in very different ways. You will be an entremetier (for side dishes), garde manger (for cold platters), saucier (for meats and sauces) and pastry chef (for desserts) all in one. You will cook, steam, braise, bake au gratin, sauté and poach and learn how to prepare tasty dishes from nutritious, seasonal produce and how to plate them to appealing effect.

You will have a daily outlet for your creative flair and keen sense of smell and taste. At meal times, things can get hectic in the kitchen, so it is important to be clear on who does what in the team and also to discuss the various processes in detail. This will help you remain cool, calm and smiling even in stressful situations.



Catering specialist EFZ

Federal certification of competency as a catering specialist requires a three-year apprenticeship.

At Swiss Re, your job is to make our guests feel well looked after. You will set the tables and decorate them according to the event. Before the guests arrive, you will check if the glassware, china and cutlery are spotless and napkins are neatly folded. You will know everything worth knowing about the food and beverages you serve, you will know the secrets of wines and how to mix a wide range of cocktails, and you will know your fine cheeses.

You enjoy being a host. Your job will involve a wide range of diverse tasks and you enjoy working in a team. You will also be cleaning and maintaining facilities, equipment and appliances. You will demonstrate empathy, strong interpersonal skills and a well-groomed personal appearance and will be reliable and accommodating in attending to client requests. And you will remain calm even in hectic situations and keep track of details at all times.



Trainee placements

Like all Swiss Re employees, trainees are welcome to attend training courses offered by the Swiss Re Academy.

In addition, trainees benefit from internal workshops designed to help them launch their career.

- Business etiquette
- Intercultural learning
- How to write a successful CV and cover letter

Trainees also have the opportunity to get to know each other and network at various events organised for their benefit.



PWA trainee

The PWA traineeship is an 18-month programme.

During your 18-month traineeship as part of the post-secondary commercial training programme (PWA), you will complete two placements largely of your choice.

Choices include placements in Reinsurance, direct insurance and Operations. In addition to your placements, you will have the opportunity to attend internal training courses to further grow your expertise and your language and interpersonal skills.



HMS trainee

The HMS traineeship is a 12-month programme.

During this one-year traineeship with us, you will be placed in an administrative area such as Human Resources, Communications or in insurance.

Over the year, you will broaden and build on what you have learnt and lay the foundation for a successful career. In addition to your placements, you will have the opportunity to attend internal training courses to further grow your expertise and your language and interpersonal skills.



“An IT apprenticeship with Swiss Re gets you on the right track for your career.”

Joël Kohler, Federally certified IT application developer

“Training at Swiss Re gives me highly valuable on-the-job experience in the fascinating world of a mediamatics specialist.”

Joël Sebastianutto, Federally certified mediamatics specialist

“At Swiss Re, I get to learn about dishes and beverages from different countries and how to serve them like a pro.”

Maria Servello, Federally certified catering specialist

“Here, you’ve got people from diverse cultural backgrounds working together. It makes Swiss Re an exciting place to work.”

Soraya Jimenez, Federally certified commercial assistant

“Being a trainee at Swiss Re means working with people from all walks of life and from all over. For me, it’s perfect training for the real world, in both my personal growth and my career.”

Seraina Fischer, HMS trainee

“My Swiss Re training is extremely broad, it’s face-to-face, and it’s flexible.”

Thierry Fehr, PWA trainee

We look forward to receiving your application!

Your application should include the following documents:

- Cover letter / letter of application (by hand or typed)
- CV with a photo
- Copies of secondary or high school diploma(s)
- Multicheck (aptitude test; required for commercial, IT and mediamatics apprenticeships)
- If available: interim/final references, diplomas etc

Please send your application documents to the address below, by post or email. If you apply by email, please attach your documents in PDF format.

Swiss Re Management Ltd.

Junior Power
Mythenquai 50/60
8022 Zürich

E-Mail: Junior_Power@swissre.com

If you have any questions, please contact us on:
[+41 43 285 39 39](tel:+41432853939).

We look forward to receiving your application and, upon review, will inform you about the next steps.

Swiss Reinsurance Company Ltd
Mythenquai 50/60
P.O. Box
8022 Zurich
Switzerland

Telephone +41 43 285 2121
Fax +41 43 285 2999
www.swissre.com