



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/2024/ 1019

3rd June 2024

Sub. Placement opportunity for UG and PG (Non-Tech) students of GGSIP University of the batch passing out in year 2024 in the company “Aon Consulting Pvt. Ltd.”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for UG and PG (Non-Tech) students of GGSIP University of the batch passing out in year 2024 in the company “Aon Consulting Pvt. Ltd.” for your reference and circulation to students to apply on given link by **4th June 2024, 5:00 PM:**

Registration Link – <https://forms.gle/fPqis2NGL7qwwaB59>

Name of Company – Aon Consulting Pvt. Ltd.

Role: IND Benefits Processor I

Position type- Full Time

CTC: INR 3.30 Lacs per annum (Fixed) – Bachelors and INR 3.63 Lacs per annum (fixed) – Masters

Location: Gurgaon/Noida

Shift Time: 12 pm-9pm

Eligible Degrees – BA, BBA, B.Com and MA, MBA of 2024 passing out batch from GGSIP University.

Eligibility:

1. No backlogs
2. Comfortable with shift timings
3. Ok to work from office
4. Immediate joiner

Please find attached JD for more information.

LAST DATE FOR REGISTRATION IS **4th June 2024, 5:00 PM.**

(Dr. Nisha Singh)
Training and Placement Officer
CCGPC, GGS IP University



Job Title- Benefits Processor I

Solution Line- Health Solutions

Position type- Full Time

Work Location- Gurgaon

Working style- Hybrid

Cab Facility- Yes

Shift Time – 12PM to 9PM

People Manager role: No

Required education and certifications critical for the role-
Graduate Fresher (Except Tech Grad)

Required years of experience –
0 – 1 Years' experience in relevant field

AON IS IN THE BUSINESS OF BETTER DECISIONS

At Aon, we shape decisions for the better to protect and enrich the lives of people around the world.

As an organization, we are committed as one firm to our purpose, united through trust as one inclusive, diverse team and we are passionate about helping our colleagues and clients succeed.

INFORMATION ABOUT THE BUSINESS

Aon Health and Benefits takes a long-term view of benefits management that aims to help companies achieve a balance between using benefits as a retention tool and managing escalating costs. These offerings include end-to-end solutions to benefits management, alignment of your benefit plans with corporate strategy and policies, considerable purchasing leverage, systematic and structured approach.

GENERAL DESCRIPTION OF ROLE:

The Colleague will have a specific focus depending on their functional business area: Colleague will administer benefit schemes for the employees of our clients. The Colleague is responsible for generating reports on member activity and responding to queries from members, providers and clients and producing letters and documentation and preparing reports.

JOB RESPONSIBILITIES (List 6-10 major responsibilities in the role):

The Colleague provides high quality administration support for internal and external clients by:

- Learning about clients, systems and tools and being proficient in processing and checking.
- Contributing to the team as a whole, supporting the rest of the team based on their needs.
- Sharing best practice with colleagues through process and tool training.
- Identifying issues with processes handled in teams and driving a process to find and implement solutions.
- Implementing changes to tools and documentation needed to support effective service delivery. Participating in new client implementations & understand the reporting.
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- Building strong relationships with client teams, peers & displaying teamwork.
- Maintaining required technical knowledge and behavioral standards and expertise, especially all regulatory and statutory requirements.

SKILLS/COMPETENCIES REQUIRED (List 4-8 skills required to get the job done):

- Good communication skills, both verbal and written.



India | Risk and Human Capital

- Strong attention to detail and commitment to provide on-going quality
- Collaboration and Teamwork
- MS office and Excel Knowledge

HOW WE SUPPORT OUR COLLEAGUES

In addition to our comprehensive benefits package, we are proud to be an equal opportunity workforce. At Aon, we believe a diverse workforce is an innovative workforce. Our agile, inclusive environment allows colleagues to manage their wellbeing and work/life balance while empowering you to be your authentic self.

Furthermore, all colleagues enjoy two “Global Wellbeing Days” each year, encouraging them to take time to focus on themselves. We offer a variety of workstyle options through our Smart Working model, but we also recognize that flexibility goes beyond just the place of work... and we are all for it!

Our continuous learning culture inspires and equips colleagues to learn, share and grow, helping them achieve their fullest potential. As a result, Aon colleagues are more connected, more relevant and more valued.

#LI-RG2