

## Work and Learn Programme - Insurance Industry (Nov 2018 Intake)

### 保險業「進修實習計劃」(2018年11月招生)

#### Participating Companies & Vacancies (as at 17 August 2018)

#### 參與機構及職位空缺 (截至2018年8月17日)

Stream 分流	Company 機構	Job Title 職位名稱	Job Duties 工作範圍	Job Requirement* (*Basic requirement for the WLP: - Degree holder; or - Higher Diploma holder with more than 1 year work experience) 職位要求 (*進修實習計劃基本要求: - 持有學士學位; 或 - 持有高級文憑及具一年或以上經驗)
YIE	Blue Cross (Asia-Pacific) Insurance Limited	Customer Services Representative (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>Handle phone-in, walk-in enquiries</li> <li>Handle email correspondences</li> <li>Coordinate with teammates to provide timely and quality services to our customers</li> <li>Handle and support any ad-hoc projects or tasks as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Good customer service skill, communication skill and telephone manner</li> <li>Customer focused, positive attitude, self-motivated and willing to learn</li> <li>Proactive, detail-oriented and able to work under pressure in a dynamic and changing environment</li> <li>Good problem-solving capabilities</li> <li>Good command of spoken and written English and Chinese</li> <li>Proficiency in Microsoft Word / Excel</li> </ul>
YIE	China BOCOM Insurance Company Limited	Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>The successful candidate will be responsible for handling underwriting &amp; reinsurance administration or claims related duties in our Underwriting and Claims Department, and will be given access to career development support and exposure to our business operations</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor degree holder or Higher Diploma holder with more than one year work experience in general insurance industry</li> <li>Aggressive, proactive at work &amp; result - oriented</li> <li>Able to work independently and ahead of deadline</li> <li>Good command of spoken and written English and Chinese</li> <li>Proficiency in Microsoft Office tools (e.g. Word, Excel) and Chinese word processing</li> </ul>

YIE	China Taiping Insurance (HK) Company Limited	Marine Hull Underwriting Assistant (Vacancy Available: 2)	<ul style="list-style-type: none"> <li>• Provide underwriting and clerical support to Underwriters</li> <li>• Manage effective underwriting record</li> <li>• Ensure all underwriting data is accurately kept up-to-date and entered into system</li> <li>• Assist in following up underwriting outstanding issues</li> <li>• Assist in providing quality service to clients / brokers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor degree or other recognised insurance qualifications</li> <li>• 1 - 2 years relevant working experience preferably from marine insurance / shipping industry</li> <li>• Proficiency in Microsoft Office tools</li> <li>• Organised, independent and a good team player</li> <li>• Good communication and interpersonal skills to deal with internal and external parties</li> <li>• Confident in mastering data integrity and sensitive to numbers</li> <li>• Good command of spoken and written English, Mandarin and Cantonese</li> </ul>
Professional Brokerage	Everbest Insurance and Financial Services Limited	Accounting Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To prepare monthly accounting and financial schedules</li> <li>• To prepare management report and budget</li> <li>• To handle petty cash and other ad-hoc assignment</li> <li>• To handle full set accounting and commissions calculations</li> </ul>	<ul style="list-style-type: none"> <li>• LCC Intermediate level or above is preferred</li> <li>• Detail-minded and well-organised</li> <li>• Outgoing with good written &amp; spoken English, Cantonese &amp; Mandarin</li> </ul>
Professional Brokerage	Everbest Insurance and Financial Services Limited	Sales Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To provide support to the sales &amp; marketing team to meet the needs of corporate and individual clients</li> <li>• To follow up client's application according to compliance and standard sales process</li> <li>• To update sales &amp; marketing materials of products &amp; sales process of all insurers or partners</li> </ul>	<ul style="list-style-type: none"> <li>• From PRC or HK University is welcome</li> <li>• Good written and verbal communication skills in English, Cantonese &amp; Mandarin</li> <li>• Excellent communication and interpersonal skills</li> </ul>
Professional Brokerage	Everbest Insurance and Financial Services Limited	Customer Service Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To assist the customer service offices to handle MPF administrative, corporate and individual after sales service and general office work etc.</li> <li>• To support to sales &amp; marketing team and corporate clients</li> </ul>	<ul style="list-style-type: none"> <li>• Detail-minded and well-organised</li> <li>• Good written &amp; verbal communication skills in English, Cantonese &amp; Mandarin</li> </ul>

YIE	FWD Life Insurance Company (Bermuda) Limited	Trainee, General Insurance (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Support the sales and marketing team</li> <li>• Assist the Account Manager to handle quotation</li> <li>• Process sales administration and clerical works</li> <li>• Participate in small projects</li> <li>• Conduct simple research through internet or broker</li> </ul>	<ul style="list-style-type: none"> <li>• Good command of both spoken and written English and Chinese</li> <li>• Proficient in MS Office tools, Chinese word processing and internet research</li> <li>• Pleasant and helpful attitude</li> <li>• Willing to learn new things and accept different tasks</li> </ul>
YIE	Hong Leong Insurance (Asia) Limited	Assistant Officer - Sales Support (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Handle customer enquiries and requests via various channels</li> <li>• Provide high standard service and support to customers</li> <li>• Perform call centre related administrative duties and</li> <li>• Ad-hoc business support</li> </ul>	<ul style="list-style-type: none"> <li>• Passed in IIQE Paper 1, 2 and 3</li> <li>• 1-2 years of hotline working experience in the insurance industry</li> <li>• Good telephone manner and effective communication skills</li> <li>• Proficient in English and Chinese (Putonghua is an advantage)</li> </ul>
Professional Brokerage	Lockton Companies (Hong Kong) Limited	Account Executive (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To support the accounts managers on the day to day client servicing duties to the clients</li> <li>• To liaise or follow up with the insurers for insurance documents</li> <li>• To support the account managers in billing &amp; record management</li> <li>• To provide clerical support to the team</li> <li>• To take up other duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• University graduate or equivalent in any discipline</li> <li>• Knowledge on insurance products will be an advantage</li> <li>• Good Microsoft Office tools</li> <li>• Good spoken &amp; writing skills in both English &amp; Chinese</li> <li>• Proactive, hardworking and willing to learn</li> </ul>
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Administrative Officer (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Administrative and clerical duties, including filling data input</li> <li>• Office support and outdoor duties, faxes and mails handling</li> <li>• Phone calls handling and other ad-hoc daily operation services</li> </ul>	<ul style="list-style-type: none"> <li>• Independent, self-motivated, hardworking and able to work under pressure</li> <li>• IT skills are preferred</li> </ul>

Professional Brokerage	Money Concepts (Asia) Holdings Limited	Customer Service Officer (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Provide quality client support, prepare proopsals &amp; meeting report</li> <li>• Follow up clients' enquiries and build long-term relationship with clients</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills in Microsoft Office tools required</li> <li>• Good communication and interpersonal skills</li> <li>• Self-management</li> <li>• Insurance experience preferred</li> </ul>
Professional Brokerage	Nova Insurance Consultants Limited	Executive Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Responsible for customer services and sales administration of commercial and corporate clients</li> <li>• Support account manager in preparation of business proposal and client presentation materials</li> <li>• Coordination with product providers (e.g. insurers)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or Higher Diploma holder</li> <li>• Fluent in written and spoken English and Chinese</li> <li>• Knowledge of Excel and MS Word</li> </ul>
YIE	Target Insurance Company Limited	Claims Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Assist in general claims handling</li> <li>• Assist in coordinating work with Underwriting and Accounting</li> <li>• Assist in compiling and analysis of claims related statistics and projects</li> <li>• Handle ad hoc projects and assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Diploma or above</li> <li>• Positive in attitude and hard working</li> <li>• Sufficient English and Chinese language skill</li> <li>• Good PC skills in MS Word, Excel &amp; Chinese Word Processing</li> <li>• Good interpersonal and communication skills</li> <li>• Good team player</li> </ul>
YIE	Target Insurance Company Limited	Customer Services Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Responsible for handling customer contacts (both inbound &amp; outbound in telephony and other medias)</li> <li>• Provide excellent customer experience to all contacts</li> <li>• Follow operational guidelines in accordance with company's requirements and procedures</li> <li>• Handle daily customer enquiries and correspondences from call center in professional manner</li> <li>• Perform administrative duties related to service support</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Diploma or above</li> <li>• Positive attitude, cheerful manner, with desire to serve people and self-motivated</li> <li>• Strong sense of data integrity</li> <li>• Good communication skills in English, Cantonese and Mandarin</li> <li>• Proficient in MS Office</li> </ul>

YIE	Target Insurance Company Limited	Management Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Assist in different department and attend industry training and earn your professional insurance license and qualification</li> <li>• Gain hands-on experience and build credibility by doing the job you will manage in the future</li> <li>• Be mentored by management of Target Insurance</li> <li>• Build your ability to contribute in team' motivate, inspire and develop a team</li> <li>• Work on real life business projects and make meaningful contributions</li> <li>• Demonstrate your ability to achieve top results</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree, preferably in Business, Insurance or related field</li> <li>• At least a 3.0 cumulative undergraduate GPA</li> <li>• Demonstrated leadership experience on campus, within the community and/or at work</li> <li>• Well-developed analytical, problem-solving and decision-making skills</li> <li>• Strong communication, relationship building and organizational skills</li> <li>• Proficiency in written and spoken Chinese (Cantonese &amp; Putonghua &amp; English)</li> </ul>
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\* Experienced candidates with insurance background who do not meet the academic requirements, i.e., being a degree holder or a higher diploma holder will also be considered on a case by case basis by the Employer.

僱主或會個別考慮學歷未達到上述要求的申請人，即未持有學士學位或高級文憑學歷，惟相關申請人必須具備保險方面的工作經驗。

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