



## Summer Internship Programme – Insurance Industry (2017 Intake)

### 保險業「暑期實習計劃」(2017年)

#### Participating Companies & Vacancies (as at 19 June 2017)

#### 參與機構及職位空缺 (截至2017年6月19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 SIP: - non-final year undergraduate student; and - enrolled in a full-time accredited programme provided by a local education institution 職位要求 (暑期實習計劃基本要求*: - 非應屆畢業生; 及 - 修讀本地教育機構提供的全日制經評審學士學位課程)
Insurance	Asia Insurance Company Limited	Clerk - Employee Benefit (EB) Department	• Clerical duties	
Insurance	Asia Insurance Company Limited	Clerk - Underwriting Department (Group 2)	• Clerical duties	
Insurance	Asia Insurance Company Limited	Clerk - Underwriting Department (Group 5)	• Clerical duties	
Insurance	Berkshire Hathaway Specialty Insurance	Assistant (Actuary)	• Assist in Workmen Compensation RDT analytical work • Other assigned support to Actuary	• SQL skill
Insurance	Berkshire Hathaway Specialty Insurance	Assistant (Finance)	• Create in-house database for business statistics • Assist Finance & Operations in development of underwriting system and performing user testing (UAT) • Assist in continuous process improvement programs	

Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Administrative Assistant - Summer Intern (General Insurance Operation / HR Department)	<ul style="list-style-type: none"> <li>• Daily administrative/clerical support to the division/department head as appropriate</li> <li>• Assist in preparing operation process and procedures</li> <li>• Maintain proper filing records and documents on file</li> </ul>	<ul style="list-style-type: none"> <li>• University degree of business administration, human resources, legal and compliance or related disciplines</li> <li>• Willing to learn</li> <li>• Proficiency in using Microsoft Word, Excel/PowerPoint is preferable</li> </ul>
Insurance	Bupa International Limited	Administration Assistant (Sales / Marketing / Customer Service / HR Department)	<ul style="list-style-type: none"> <li>• Insight in how medical insurance work</li> <li>• Learn from the best industry practitioners</li> <li>• Gain experiences in sales, marketing, customer service and HR divisions</li> <li>• Quotation preparation, organise and participate in project meetings, drive marketing ideas, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• University degree 1st or 2nd year students interest in medical industry</li> <li>• Mature, able to work independently as well as being a good team player</li> <li>• Excellent planning with organisation skills</li> <li>• Fluent in Chinese and English</li> <li>• Good PC skills in MS Office including Excel, Word and PowerPoint</li> </ul>
Insurance	Bupa International Limited	Healthcare Data Analyst	<ul style="list-style-type: none"> <li>• Data extraction, data cleaning report development and ad hoc analysis</li> <li>• Surveillance, tracking and reporting of claims data</li> <li>• Support ad hoc contract reviews and benchmarking</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage time consistently and meet deadlines</li> <li>• Experience in conducting statistical analysis (e.g. hypothesis testing with SAS, SQL, SPSS)</li> </ul>
Insurance	Bupa International Limited	PMO Support Intern	<ul style="list-style-type: none"> <li>• Work in Project Management Office to support projects in project status update to Project Management tool and systems testing support</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor degree student majoring in Business, Insurance, Computer Science or related discipline</li> </ul>
Insurance	Bupa International Limited	Systems Developer Intern	<ul style="list-style-type: none"> <li>• Development of Microsoft.Net programs</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor degree student majoring in Computer Science or related discipline</li> </ul>

Professional Brokerage	Channel 8 Wealth Management Limited	Administrative Assistant (Sales Operation)	<ul style="list-style-type: none"> <li>• Provide clerical support to Administration &amp; Customer Service Department</li> <li>• Assist in preparing client proposals and application documents</li> <li>• Assist in preparing internal memorandum and client correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency of Microsoft Office, good communication skills</li> <li>• Responsible, detailed oriented with a positive attitude</li> </ul>
Professional Brokerage	Channel 8 Wealth Management Limited	Marketing Assistant	<ul style="list-style-type: none"> <li>• Compile summary of market updates</li> <li>• Update product information</li> <li>• Assist in conducting product due diligence and preparing marketing materials</li> <li>• Assist in website update &amp; ad hoc marketing projects</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency of Microsoft Office, especially MS Excel &amp; Powerpoint</li> <li>• Good presentation skills, responsible, independent</li> </ul>
Professional Brokerage	Chi Wah Insurance Consultants Limited	Insurance Clerk	<ul style="list-style-type: none"> <li>• Perform clerical duties including filing</li> <li>• Document preparation and general administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in Ms Office Chinese and English typing</li> </ul>
Insurance	China BOCOM Insurance Company Limited	Summer Intern - Underwriting and Claims Department	<ul style="list-style-type: none"> <li>• Provide clerical support to Underwriting and Claims Department</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in PC application such as MS Excel, MS Word, etc.</li> </ul>
Insurance	China BOCOM Insurance Company Limited	Summer Intern - Finance Department	<ul style="list-style-type: none"> <li>• Handle daily accounting work</li> <li>• Provide administrative and clerical support</li> </ul>	<ul style="list-style-type: none"> <li>• Major in accounting or related disciplines</li> <li>• Relevant accounting qualification preferred (eg. LCCI Level 3)</li> <li>• Proficient in PC application such as MS Excel, MS Word, etc.</li> </ul>
Insurance	Cigna Worldwide Life Insurance Company Limited	Summer Helper (Relevant Insurance Work)	<ul style="list-style-type: none"> <li>• The incumbent will be assigned to work in one of the business functions to provide clerical and administrative support</li> </ul>	<ul style="list-style-type: none"> <li>• Non-final year student in tertiary institutions and universities</li> <li>• Good written and spoken English and Chinese</li> <li>• previous clerical / administrative working experience is an advantage</li> <li>• Well-versed with MS Word, MS Excel and Chinese Word Processing</li> <li>• Proactive, Hardworking and meticulous to details</li> </ul>

Insurance	Dah Sing Insurance Company (1976) Limited	Underwriting Clerk	<ul style="list-style-type: none"> <li>• Provide clerical support to the underwriting team</li> </ul>	<ul style="list-style-type: none"> <li>• Good PC skills especially in Excel &amp; Chinese WP</li> <li>• Self-motivated and willing to learn</li> </ul>
Professional Brokerage	Ed Broking (Hong Kong) Limited	Account Executive	<ul style="list-style-type: none"> <li>• Providing broking support in the areas of general insurance and employee benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in Microsoft Word, Excel and PowerPoint</li> <li>• Positive learning attitude</li> </ul>
Insurance	FWD Life Insurance Company (Bermuda) Limited	Intern, GI	<ul style="list-style-type: none"> <li>• Provide clerical support in claims processing such as record keeping, processing of payment, updating of records, receiving notices, reports and documents and release of cheque payments</li> <li>• Study and assist to prepare different team / dept's reports</li> <li>• Assist to prepare annual file review</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in MS Office tools, Chinese word processing and internet research</li> <li>• Good command of both spoken and written English &amp; Chinese</li> <li>• Pleasant and helpful attitude</li> <li>• Logical thinking with common sense</li> <li>• Able to learn</li> </ul>
Insurance	FWD Life Insurance Company (Bermuda) Limited	Intern, Life Operations	<ul style="list-style-type: none"> <li>• Execute the assigned jobs timely and according to high quality standards</li> <li>• Take care of in-coming mailing documents and distribute them properly</li> <li>• Be proactive and alert of the correct use of the hardware and software</li> <li>• File all related documents properly</li> </ul>	<ul style="list-style-type: none"> <li>• Pleasant, proactive and team player</li> <li>• Organized, able to deliver on committed actions and deadlines and able to work under stress</li> <li>• Good communication skills</li> <li>• Good knowledge of PC and proficient in MS Office tools</li> </ul>
Professional Brokerage	Gransing Wealth Management Limited	Administration & Customer Services Trainee	<ul style="list-style-type: none"> <li>• Assist the administration &amp; customer services team on documents processing</li> <li>• Filing and data mining</li> <li>• Assist on other marketing work document preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Data processing skill</li> <li>• Basic knowledge on Microsoft Word, Excel &amp; PowerPoint (Japanese speaking or knowledge is a advantage but not a must)</li> </ul>

Insurance	Liberty International Insurance Limited	Project Assistant	<ul style="list-style-type: none"> <li>• Provide marketing support to team leader such as market research, data analytic, customer's enquiry and preparation of quotation</li> <li>• Provide quality sales support service to brokers and agents</li> <li>• Participate in the marketing activities including events organising and product developments</li> <li>• Assist team leader to drive business growth</li> <li>• Participate in different projects as assigned by team leader/department head</li> </ul>	<ul style="list-style-type: none"> <li>• Non Final Year University student major in Marketing, Business Administration or related disciplines</li> <li>• Experience in dealing with brokers and agents in Employees Benefits is an advantage</li> <li>• Good interpersonal and communication skill as well as good command of written &amp; spoken English</li> <li>• Willing to learn, customer-oriented and a good team player</li> <li>• Energetic, self-disciplined with strong sense of responsibility, well-organised and can work independently</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Customer Service & Operations, Individual Financial Products	<ul style="list-style-type: none"> <li>• Non-agency role, no sales or marketing required</li> <li>• Handle and resolve customer enquiries on MPF, individual financial or wealth management products in a professional manner with tactful customer services skills</li> <li>• Co-operate with other teams and team members to ensure timely resolution of customer requests and problems</li> <li>• Perform clerical duties</li> </ul>	<ul style="list-style-type: none"> <li>• Prior internship experience</li> <li>• Interest in life insurance operations and customer support</li> <li>• Basic analytics skills and fluency with MS Excel</li> <li>• Strong communication skills</li> <li>• Detailed oriented</li> <li>• Strong interpersonal skills</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Employee Benefits	<ul style="list-style-type: none"> <li>• Provide clerical support to the team</li> <li>• Support other daily administration duties</li> <li>• Handle ad hoc tasks as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> <li>• Well-organised and attentive to details</li> <li>• Strong PC skills including MS Word (Chinese &amp; English) and Excel</li> <li>• Mature, patient, pleasant personality and good telephone manner</li> </ul>

Insurance	Manulife (International) Limited	Summer Intern, HK Operational Risk	<ul style="list-style-type: none"> <li>• To assist in preparing risk training &amp; communication materials;</li> <li>• Enhance regular reporting work tools;</li> <li>• Conduct research on risk topics from risk publications;</li> <li>• Migrate database from Lotus Notes to SharePoint, as a centralised location for Risk Committee / Risk Coordinators</li> <li>• Handle ad hoc tasks as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Current university student in risk management related discipline</li> <li>• Previous insurance operations experience is an advantage</li> <li>• Must be professional, patient, accurate and attentive to details</li> <li>• Good verbal and written communication skills in Chinese and English</li> <li>• PC literate in MS Office</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Human Resources	<ul style="list-style-type: none"> <li>• Support and coordinate a variety of HR projects, including but not limited to performance management, career management, talent management, employee relations, etc</li> <li>• Perform groundwork for research and analysis for the design and implementation of HR strategies</li> <li>• Assist in the formulation of company's HR policies and procedures</li> <li>• Help build Human Resources partnership with client business units by achieving good service deliverables</li> <li>• Provide general administrative support to the team when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Year 2 or above undergraduates from all disciplines</li> <li>• Good command of English with strong written and verbal communication skills</li> <li>• Strong customer-centric mindset</li> <li>• Demonstrated problem solving and interpersonal skills</li> <li>• High level of confidentiality and professionalism</li> <li>• Proactive, self-motivated and resilient</li> <li>• Solid computer experience using Excel, Word and Powerpoint, with a strong aptitude of learning new software packages when necessary</li> </ul>

Insurance	Manulife (International) Limited	Summer Intern, Training & Development	<ul style="list-style-type: none"> <li>• Assist in the set-up of activity tracking system for recruitment activities as well as sales performance for training participants</li> <li>• Be responsible for online researches on various topics to support training program development</li> <li>• Assist training video production and post-production tasks</li> <li>• Assist in training enrollment and training record maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Be self-motivated and dedicated in providing quality output</li> <li>• Possess good administration skills and able to work in teamwork environment</li> <li>• Be proficient in MS Word, Excel, PowerPoint, Video-editing software, etc</li> <li>• Be well-organised and able to work under tight deadline</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Agent Service Centre	<ul style="list-style-type: none"> <li>• To support the ASC operation such the NB app check, MIS preparation, document preparation and payment function</li> </ul>	<ul style="list-style-type: none"> <li>• Business management discipline</li> <li>• Proficient in Excel and Access</li> <li>• Good communication skill in English and Cantonese</li> <li>• Attentive to details</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Customer Contact Centre (Project & Support Team)	<ul style="list-style-type: none"> <li>• To support on Contact Centre projects including formulate test scenarios / scripts and conduct user acceptance test and documentation on testing results</li> </ul>	<ul style="list-style-type: none"> <li>• Business management discipline</li> <li>• Well-organised and attentive to details</li> <li>• Discipline with project schedules</li> <li>• Good communication skills</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Distribution Compensation & Services	<ul style="list-style-type: none"> <li>• To assist the team in general administration e.g. debt collection process, taxation reporting and operations procedures update, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Business management discipline</li> <li>• Good PC skills, i.e. Excel, Powerpoint</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Information Technology	<ul style="list-style-type: none"> <li>• To assist in preparation work of new GLH system and provide daily support on pensions systems.</li> </ul>	<ul style="list-style-type: none"> <li>• IT / IS discipline</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> <li>• Good communication and presentation skills in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, New Business & Underwriting	<ul style="list-style-type: none"> <li>• To assist in New Business / Underwriting process management and production</li> </ul>	<ul style="list-style-type: none"> <li>• Business management discipline</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> <li>• Good communication and presentation skills in English and Cantonese</li> </ul>

Insurance	Manulife (International) Limited	Summer Intern, Legal & Compliance	<ul style="list-style-type: none"> <li>• To assist with legal research, compliance investigation, translation and filing.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal background discipline: LLB / PCLL</li> <li>• Good PC skills, i.e. Word, Excel, Powerpoint</li> <li>• Chinese language and typing is preferred</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Marketing (Digital Marketing / Customer Marketing)	<ul style="list-style-type: none"> <li>• To assist in social media data analysis, report preparation and Facebook content creation / marketing material preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Major in Marketing / Digital Marketing / Communications / Journalism / Business</li> <li>• Proficient in PowerPoint, Excel, MS Office</li> <li>• Good communication and presentation skills in English and Cantonese</li> </ul>
Insurance	Manulife (International) Limited	Summer Intern, Actuarial & Analytics	<ul style="list-style-type: none"> <li>• To assist in preparation of financial reporting</li> <li>• To aid performance of experience study, assumption factors review and business strategy analyses</li> </ul>	<ul style="list-style-type: none"> <li>• Major in Actuarial Science, Statistics, Risk Management or related disciplines</li> <li>• Proficient in MS Excel, Access, preferably in VBA</li> <li>• Good communication and presentation skills in English and Cantonese</li> <li>• Good learning attitude, flexible and proactive in fulfilling job requirements</li> </ul>
Insurance	MetLife Limited	Internship (Sales/ HR / IT / Financial Department)	<ul style="list-style-type: none"> <li>• Support daily routine tasks</li> <li>• Participate in project-based job</li> </ul>	<ul style="list-style-type: none"> <li>• Positive</li> <li>• Team Player</li> <li>• Strong written and oral communication skills</li> <li>• Attention to detail</li> <li>• Excellent relationship building skills</li> </ul>
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Administrative Internship (Customer Service & Administrative Department)	<ul style="list-style-type: none"> <li>• Customer service, policy administration &amp; follow up</li> <li>• Prepare forms and illustrations for client meeting</li> <li>• Clerical support</li> </ul>	<ul style="list-style-type: none"> <li>• Good PC skills, independent, responsible, willing to learn</li> <li>• Self-initiated, good team player with positive attitude</li> <li>• strong communication and interpersonal skills</li> </ul>
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Marketing Internship	<ul style="list-style-type: none"> <li>• Handle customers enquires</li> <li>• Support sales &amp; marketing and client related activities</li> <li>• Prepare marketing materials and proposals</li> <li>• Organise promotions, handle projects</li> </ul>	<ul style="list-style-type: none"> <li>• Good PC skills, independent, responsible, willing to learn</li> <li>• Self-initiated, good team player with positive attitude</li> <li>• strong communication and interpersonal skills</li> </ul>



Professional Brokerage	Money Concepts (Asia) Holdings Limited	Financial Planning Internship	<ul style="list-style-type: none"> <li>• Prepare sales related materials, proposals, product comparison, research, promotion, analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Good PC skills, independent, responsible, willing to learn</li> <li>• Self-initiated, good team player with positive attitude</li> <li>• strong communication and interpersonal skills</li> </ul>
Professional Brokerage	Nova Insurance Consultants Limited	Insurance Internship	<ul style="list-style-type: none"> <li>• Assist in producing client proposals, analysis and presentation</li> <li>• Undertake general administrative duties</li> <li>• Provide support on corporate events</li> </ul>	<ul style="list-style-type: none"> <li>• Full time sub-degree or above student</li> <li>• Good interpersonal skill with analytical mind</li> <li>• Familiar with MS Office</li> </ul>
Professional Brokerage	OCBC Wing Hang Bank Limited	Summer Intern (Insurance Department)	<ul style="list-style-type: none"> <li>• Handle administrative and clerical duties</li> <li>• Perform ad-hoc projects as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• University undergraduates</li> <li>• Good command of both English and Chinese</li> <li>• Proficient in Microsoft Office applications</li> </ul>
Insurance	Prudential Hong Kong Limited	Human Resources Intern	<ul style="list-style-type: none"> <li>• Participate/lead a HR specific project</li> <li>• Conduct general research</li> <li>• Role Shadowing</li> <li>• General Admin and Support</li> <li>• Participate/lead a company wide project</li> </ul>	<ul style="list-style-type: none"> <li>• Able to speak English and Cantonese</li> <li>• Passionate about People</li> <li>• Creative</li> </ul>
Insurance	Prudential Hong Kong Limited	Marketing Intern	<ul style="list-style-type: none"> <li>• Participate/lead a Marketing specific project</li> <li>• Conduct Research</li> <li>• Role Shadowing</li> <li>• General Admin and Support</li> <li>• Participate/lead a company wide project</li> </ul>	<ul style="list-style-type: none"> <li>• Able to speak English and Cantonese</li> <li>• Attention to detail</li> <li>• Creative</li> <li>• Passionate about Customer Service</li> </ul>

Insurance	Prudential Hong Kong Limited	Agency Admin & General Insurance Intern	<ul style="list-style-type: none"> <li>• Participate/lead a Agency Admin specific project</li> <li>• Conduct Research</li> <li>• Role Shadowing</li> <li>• General Admin and Support</li> <li>• Participate/lead a company wide project</li> </ul>	<ul style="list-style-type: none"> <li>• Able to speak English and Cantonese</li> <li>• Attention to detail</li> <li>• Creative</li> <li>• Passionate about customers</li> </ul>
Insurance	Sompo Insurance (Hong Kong) Company Limited	Underwriting Internship	<ul style="list-style-type: none"> <li>• Provide assistant and administrative support to the department</li> <li>• To keep all records in the database properly</li> <li>• Maintain proper filing records and related documents</li> </ul>	<ul style="list-style-type: none"> <li>• High diploma, Diploma holder or above</li> <li>• Good language and communication skills</li> </ul>
Insurance	Sompo Insurance (Hong Kong) Company Limited	Claims Internship	<ul style="list-style-type: none"> <li>• Provide assistant and administrative support to the department</li> <li>• To keep all records in the database properly</li> <li>• Maintain proper filing records and related documents</li> </ul>	<ul style="list-style-type: none"> <li>• High diploma, Diploma holder or above</li> <li>• Good language and communication skills</li> </ul>
Insurance	Sompo Insurance (Hong Kong) Company Limited	Marketing Internship	<ul style="list-style-type: none"> <li>• Provide assistant and administrative support to the department</li> <li>• Maintain proper filing records and related documents</li> <li>• Dealing with simple/general queries from clients</li> </ul>	<ul style="list-style-type: none"> <li>• High diploma, Diploma holder or above</li> <li>• Good language and communication skills</li> </ul>
Insurance	Swiss Re International SE	Temporary Assistant (Underwriting Department)	<ul style="list-style-type: none"> <li>• Data analysis</li> <li>• System updates</li> <li>• Business projects support</li> </ul>	<ul style="list-style-type: none"> <li>• Undergraduates in 3rd year</li> </ul>

Insurance	Target Insurance Company Limited	General Clerk (Claims / Underwriting / Admin Department)	<ul style="list-style-type: none"> <li>• Assist in data entry and document filling in different department</li> <li>• Assist in general office clerical work</li> <li>• Carry out other ad-hoc duties as assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Positive in attitude and hard-working</li> <li>• Good interpersonal and communication skills</li> <li>• Good command of both English and Chinese</li> <li>• Good PC skills in MS Word, Excel &amp; Chinese word processing</li> </ul>
Professional Brokerage	The Protection Company Hong Kong Limited	Insurance Operations Intern	<ul style="list-style-type: none"> <li>• Assisting with client files for insurance and application processing</li> <li>• Assist with insurance files</li> <li>• Insurance applications and administration</li> </ul>	<ul style="list-style-type: none"> <li>• University undergraduate</li> </ul>
Professional Brokerage	Towers Watson Hong Kong Limited	2017 Summer Internship (Pension and Insurance)	<ul style="list-style-type: none"> <li>• Complex data analysis and reporting summaries</li> <li>• Involvement in consulting projects</li> <li>• Support consultants for client meetings</li> </ul>	<ul style="list-style-type: none"> <li>• An undergraduate Bachelor's degree in Statistical/ Maths / Business/ Finances/ Insurance area</li> <li>• Strong analytical skill</li> </ul>
Professional Brokerage	Village Holdings Limited	Admin Assistant (General Insurance)	<ul style="list-style-type: none"> <li>• Arrangement of filing, courier, record keeping, support for sales and admin team</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency in English and Cantonese (writing &amp; spoken)</li> <li>• Computer knowledge, highly organised, self-motivated</li> </ul>
Professional Brokerage	Village Holdings Limited	Sales Assistant	<ul style="list-style-type: none"> <li>• Assist sales director and accompanying to see client record keeping, updating, client contact</li> </ul>	<ul style="list-style-type: none"> <li>• Good sense of humour, sociable, strong communication skills in English and Cantonese</li> </ul>
Professional Brokerage	Worl-D Asset Management (HK) Limited	Management Trainee (Marketing Department)	<ul style="list-style-type: none"> <li>• Explore client's needs with tools and establish strategic planning</li> <li>• Cooperate with senior management for various projects &amp; events to maintain client's relationship</li> </ul>	<ul style="list-style-type: none"> <li>• Effective interpersonal skills including ability to negotiate successfully</li> <li>• Positive attitude</li> </ul>

Professional Brokerage	Worl-D Asset Management (HK) Limited	Research Assistant	<ul style="list-style-type: none"> <li>• General clerical work</li> <li>• Assist in review and gathering file document</li> <li>• Assist other colleagues by phone/email</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to complete professional designation</li> <li>• Ability to provide information in a clear, concise manner</li> </ul>
Professional Brokerage	Worl-D Asset Management (HK) Limited	Marketing	<ul style="list-style-type: none"> <li>• Investigate market data analysis reports and recommendations</li> <li>• Other relevant investigation department work</li> </ul>	<ul style="list-style-type: none"> <li>• Strong customer services orientation</li> <li>• Demonstrated organisation skills and ability</li> <li>• Able to build and maintain effective relationships</li> </ul>

\*Note: there are available vacancies for the positions highlighted in yellow.

註：以黃色表示的職位尚有剩餘空缺。

- END 完 -