



Summer Internship Programme – Insurance Industry (2018 Intake)

保險業「暑期實習計劃」(2018年)

Participating Companies & Vacancies (as at 6 February 2018)

參與機構及職位空缺 (截至2018年2月6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	AIG Insurance Hong Kong Limited	Summer Intern in Consumer	<ul style="list-style-type: none"> Our 8 week summer internship program is designed to provide students with an insight into our industry through hands-on experience. As an Intern, you will work closely with mentors and colleagues, as you are challenged with meaningful, business-critical projects. In addition to your day-to-day responsibilities, you will also be exposed to other business areas within AIG to gain a broader knowledge of what we do. 	<ul style="list-style-type: none"> To be successful in this role you must be able to work in a fast paced and demanding environment with demonstrated ability to juggle multiple competing tasks and demands. You will be energetic, flexible, comfortable with ambiguity and able to problem solve effectively. In addition, the ability to communicate and collaborate with all levels of management, and to build strong working relationships, internal and external to the organization, will also be key to your success.

Insurance	Allied World Assurance Company Limited	Summer Intern – Finance	<ul style="list-style-type: none"> • Preparation of financial reports • Handling monthly closing & reconciliation • Participate in premium collection processes • Assist in projects and ah hoc assignments 	<ul style="list-style-type: none"> • Major in Accountancy or Finance related discipline • Good communication and interpersonal skills • Detail minded and pay attention to defined timeline
Insurance	Allied World Assurance Company Limited	Summer Intern – Business Transformation Group	<ul style="list-style-type: none"> • Internal and external research and analysis to help scope the challenge or opportunity and identify the right solution • Online sales portal user testing and design input • Creation and management of project plan • Coordination of stakeholders from different departments responsible for delivering the project 	<ul style="list-style-type: none"> • Strong organizational skills – the ability to plan and execute on time • Excellent interpersonal skills – able to work with and influence a cross section of people • Proactivity – confident to work independently when required and willing and able to follow up with others to ensure project deadlines are met • Good analytical and communication skills – the ability to gather, analyse and communicated the findings of simple data analysis, internal reviews and external desktop research
Insurance	Allied World Assurance Company Limited	Summer Intern – Underwriting	<ul style="list-style-type: none"> • Production of reports from various underwriting systems as required and in accordance with guidance provided • Assisting with review of allocated cases, delivering required supportive data to assist in underwriting decisions • Assisting with premium bookings and necessary documentation in line with established procedures • Assisting in products revamping or new products development 	<ul style="list-style-type: none"> • Strong communication, negotiation & analytical skills • Keen learner and a Self-Starter • Positive attitude and ability to handle challenges

Insurance	Asia Insurance Company Limited	Clerk	<ul style="list-style-type: none"> • To provide policy's administrative and general clerical support in business team • Collect, register and consolidate the incoming documents • Assist in preparing correspondences, monthly reports and presentation materials • Involve in processing insurance applications • Maintain filing system • Handle data input, checking and mailing • Perform ad hoc duties as assigned by manager / supervisor 	
Insurance	Aviva Life Insurance Company Limited	Marketing Intern	<ul style="list-style-type: none"> • Work with Digital Marketing team and responsible for look & feel exploration, conceptual and visual development, and final execution of design directions • Assist in asset creation and presentation preparation • Provide support on print and digital projects and visual elements of a new digital launch 	<ul style="list-style-type: none"> • Independent worker and quick learner with good learning attitude • Individual who is passionate, fun, creative and determined to make a difference! • Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills • Fluent in both spoken and written English and Chinese, fluent in Mandarin is an advantage
Insurance	Aviva Life Insurance Company Limited	Project Management Intern	<ul style="list-style-type: none"> • Responsible for working with the Project Manager to plan and manage the portfolio of Transformation projects or projects within the portfolio • To build and maintain collaborative relationships with all members of the projects, including internal as well as regional and global 	<ul style="list-style-type: none"> • Independent worker and quick learner with good learning attitude • Individual who is passionate, fun, creative and determined to make a difference! • Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills • Fluent in both spoken and written English and Chinese, fluent in Mandarin is an advantage • Proficiency in spreadsheet & MS Office software application

Insurance	Aviva Life Insurance Company Limited	Human Resources Intern	<ul style="list-style-type: none"> • Attach to People Function to acquire fundamentals of insurance, human resources and business knowledge • Provide support in all aspect of Talent Sourcing and Acquisition, Compensation & Benefit, Learning & Development • Assist in organizing and coordinating various HR initiatives, staff engagement programmes and internal communications to promote/enhance staff relationship • Assist in transformation initiatives to drive digital strategy development • Participate in other assigned projects and initiatives 	<ul style="list-style-type: none"> • Independent worker and quick learner with good learning attitude • Individual who is passionate, fun, creative and determined to make a difference! • Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills • Fluent in both spoken and written English and Chinese, fluent in Mandarin is an advantage • Proficiency in spreadsheet & MS Office software application
Insurance	Aviva Life Insurance Company Limited	Risk & Compliance Intern	<ul style="list-style-type: none"> • Provide support to Risk Policy and Business standard owners in the Business Unites to embed the policies into the Business Units • Assist in the development of and manage processes to identify and evaluate business areas' risks • Participate in other assigned projects and initiatives 	<ul style="list-style-type: none"> • Independent worker and quick learner with good learning attitude • Individual who is passionate, fun, creative and determined to make a difference! • Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills • Fluent in both spoken and written English and Chinese, fluent in Mandarin is an advantage • Proficiency in spreadsheet & MS Office software application
Insurance	Berkshire Hathaway Specialty Insurance Company	Assistant in Finance	<ul style="list-style-type: none"> • Assis to review month-end closing, periodic management reports and reconciliation to ensure compliance with corporate requirements • Support to oversee Group consolidation management account • Assist in continuous process improvement programs 	

Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Customer Services Assistant	<ul style="list-style-type: none"> • Provide daily administrative support to department including data input, document filing, roster and schedule maintenance • Assist in updating procedure manual & guidelines and operation templates • Assist in ad hoc assignment or other duties as required by the company 	
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Human Resources Assistant	<ul style="list-style-type: none"> • Provide human resources & administrative support to the head of human resources division and assistant manager of the Team on recruitment • Benefits administration • Employee relations • Training programs coordination as well as handle staff engagement activities • Company functions and assist in HR initiatives • Inputs and scan staff records in high accuracy and complete manner • Maintain proper and appropriate filing records and documents on file for HR Department 	
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Administrative Assistant	<ul style="list-style-type: none"> • Daily administration clerical support to department • Maintain proper filing records and documents on file • Date Input 	

Insurance	BOC Group Life Assurance Company Limited	Summer Intern	<ul style="list-style-type: none"> • BOC Life Summer Internship Program gives you an exciting opportunity to know more about life insurance industry by working together with the professionals in the company. • We do not only learn through observation but also through action! Through on-the-job training, orientation and sharing from professionals will give you a unique internship experience, • The Program offers valuable insights into a wide range of functions including but not limited to following areas: Sales Management, Underwriting and Claims, Customer Services and Policy Administration and other supporting functions 	<ul style="list-style-type: none"> • Any discipline in penultimate year • Self-motivated, detail-minded, and high learning agility • A good team player, flexible and creative • Outgoing with good interpersonal and communication skills • Good command of both spoken and written English and Chinese
Professional Brokerage	Channel 8 Wealth Management Limited	Administrative Assistant	<ul style="list-style-type: none"> • Provide Clerical support to Admin and Customer Service Department • Assist to prepare client proposals and application materials • Assistant to prepare admin memo and client correspondence 	<ul style="list-style-type: none"> • Proficiency of Microsoft Office, Chinese typing • good communication skills • Responsible, helpful • Detailed oriented with a positive attitude
Professional Brokerage	Channel 8 Wealth Management Limited	Assistant to Investment Team	<ul style="list-style-type: none"> • Compile summary of investment market updates • Update product and fund information • Assist in conducting product due diligence and preparing marketing materials • Update website and social media contents 	<ul style="list-style-type: none"> • Proficiency of Microsoft Office, especially MS Excel and PowerPoint • Investment knowledge, good presentation skills, responsible, independent

Insurance	China BOCOM Insurance Company Limited	Summer Intern – Underwriting and Reinsurance Department	<ul style="list-style-type: none"> • Provide support to underwriting & reinsurance administration related activities including but not limited to issuance of policies, data analysis, checking, preparation of summary reports, etc. • Gain hands-on experience in policy administration, insurance underwriting and reinsurance arrangement • Get deep insight of what it is like to work in general insurance company • On-the-job training provided by the supervisors • Handle ad-hoc projects upon requested 	<ul style="list-style-type: none"> • Good command of spoken and written English and Chinese • Proficiency in MS Office (Word, Excel, etc.) • Strong sense of responsibility
Insurance	China BOCOM Insurance Company Limited	Summer Intern – Claims Department	<ul style="list-style-type: none"> • Provide support in the delivery of claims services for different classes of insurance including but not limited to data processing, preparation of claims payment and correspondence to customers, administration of claims files and other related documents, etc. • Gain hands-on experience in claims processing • Get deep insight of what it is like to work in general insurance company • On-the-job training provided by the supervisors • Handle as-hoc projects upon requested 	<ul style="list-style-type: none"> • Good command of spoken and written English and Chinese • Proficiency in MS Office (Word, Excel, etc.) • Strong sense of responsibility

Insurance	China BOCOM Insurance Company Limited	Summer Intern – Finance Department	<ul style="list-style-type: none"> • Handle daily accounting work • Assist in preparing materials for company annual rating review including but not limited to preparation of PowerPoint slides and Excel spreadsheets • Provide administrative and clerical support to the department • On-the-job training provide by the supervisors • Handle ad-hoc projects upon requested 	<ul style="list-style-type: none"> • Good command of spoken and written English and Chinese • Proficiency in MS Office (Word, Excel, PowerPoint, etc.) • Strong sense of responsibility • Relevant accounting qualification will be an advantage
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Human Resources	<ul style="list-style-type: none"> • Assist in Human Resources research, including data collection, data analysis and report presentation • Assist in Human Resources policy review 	<ul style="list-style-type: none"> • Year 2 or above • Major in HRM or related discipline • Basic knowledge of data collection and analysis • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Strategic Planning	<ul style="list-style-type: none"> • Assist in market research (collect industry updates/development data and data analysis) • Assist in department report/article editing 	<ul style="list-style-type: none"> • Major in Finance, Insurance, Economics, Marketing, or Statistics • Basic knowledge of data collection and analysis • Fluent in Mandarin Chinese • Skills in MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Finance	<ul style="list-style-type: none"> • Assist in SAP system maintenance, including data verification and solutions • Assist in system report generation and data analysis • Assist in Finance report editing 	<ul style="list-style-type: none"> • Bachelor student in any discipline • Basic knowledge of data collection and analysis • Strong logical thinking • Basic knowledge of MS Office • knowledge of Access and/or VBA will be an advantage
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Accounting	<ul style="list-style-type: none"> • Assist in funds management, including audit, cheque issuing and account management • Assist in payment voucher and data management • Assist in accounting verification 	<ul style="list-style-type: none"> • Major in Finance, Accounting is preferable • Basic knowledge of Accounting

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Human Resources)	<ul style="list-style-type: none"> • Assist in recruitment progress planning and reporting • Assist in department culture development • Assist in Ad-hoc tasks assigned by supervisor 	<ul style="list-style-type: none"> • Major in Human Resources in preferable • Enthusiastic, detail-minded and organized • Able to complete task independently • Fluent in Mandarin Chinese • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Market Planning)	<ul style="list-style-type: none"> • Assist in marketing material design • Assist in event planning, organization and execution 	<ul style="list-style-type: none"> • Major in Finance, Insurance, Marketing or related discipline • Enthusiastic, detail-minded and organized • Able to complete task independently • Fluent in Mandarin Chinese • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Training)	<ul style="list-style-type: none"> • Assist in development of training materials and database • Assist in preparing training venue & equipment, provide support to training session 	<ul style="list-style-type: none"> • Major in Finance, Insurance, Marketing or related discipline • Enthusiastic, detail-minded and organized • Able to complete task independently • Fluent in Mandarin Chinese • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Investment	<ul style="list-style-type: none"> • Assist in investment data analysis and completing reports • Assist in data recording and documentation • Assist in document management 	<ul style="list-style-type: none"> • Insurance related discipline, Major in Actuarial, Investment, Risk Management is preferable • Excellent in both written English and Chinese, Fluent in Mandarin Chinese • Basic knowledge of MS Office, knowledge in Bloomberg, VBA will be an advantage
Insurance	Chubb Life Insurance Company Limited	Product Intern	<ul style="list-style-type: none"> • Gather and analyse market intelligence on competitive product offering and customer needs • Refresh and document product development related processes • Prepare product related literature / presentations for stakeholder communications 	<ul style="list-style-type: none"> • Meticulous with an eye for details • Basic understanding of insurance concepts

Insurance	Chubb Life Insurance Company Limited	Marketing Intern	<ul style="list-style-type: none"> • Preparing marketing collaterals and coordinate with design agency on artwork development • Assist in organizing events/ activities targeting different stakeholders • Provide administrative support to the team on daily routine tasks 	<ul style="list-style-type: none"> • Basic understanding of insurance concept • Attentive into details and willing to learn
Insurance	FTLife Insurance Company Limited	Summer Intern – FTLife Academy	<ul style="list-style-type: none"> • Suggest ideas for shortlisted training courses on mobile Learning • Learning videos production and editing • Handle training administrative duties 	<ul style="list-style-type: none"> • Good presentation skills • Multimedia knowledge
Insurance	FTLife Insurance Company Limited	Summer Intern – Investment Management	<ul style="list-style-type: none"> • Assist the investment team in producing regular reports and conduct industry and company financial analytical work • Coordinate internal working teams to complete projects which require cross-department effort • Assist in maintaining internal records including financial models in order to ensure the most up-to-date information • Participate in meetings with external parties including listed companies, bond issuers, fund managers, etc. 	<ul style="list-style-type: none"> • University students with majors in business administration/ finance/ accounting/ economics preferred • Proficiency in English and Chinese, ability in Chinese word processing is a must • Other skills: Strong language skills. Knowledge in Bloomberg, good Excel skills

Insurance	FTLife Insurance Company Limited	Summer Intern – Agency Development	<ul style="list-style-type: none"> • Provide recruitment initiatives for promoting FTLife in campus as well as executing the organic recruitment plan • Support daily operation such as pipeline of new agent application, follow up the application progress and prepare the daily manpower report • Support career Opportunity Seminar 	<ul style="list-style-type: none"> • Proactive and outspoken, the candidate who has joined student association is an advantage
Insurance	FTLife Insurance Company Limited	Summer Intern – Agency Development (2)	<ul style="list-style-type: none"> • Support the project manager on the mobile POS app project: Line up communication meetings with pilot regions/ manager/ agent group • Prepare launch event • Work on and prepare the promotion plan • Prepare the pilot user utilization analysis • Get feedback from pilot users and prepare reports • Support other ad-hoc or agency projects in progress such as the Agency Management System mobile app implementation 	<ul style="list-style-type: none"> • Any discipline • Good communication and interpersonal skills • Good command written English and Chinese with good writing skills • PC literate in MS Word, MS Excel, PowerPoint, Visio and Chinese word-processing
Insurance	FTLife Insurance Company Limited	Summer Intern – Product Development	<ul style="list-style-type: none"> • Assist in Point of Sales (POS) project • Participate in building Product Library • Participate in doing market research 	<ul style="list-style-type: none"> • Microsoft Excel, PowerPoint, Chinese typing, Basic concept in insurance product (preferably)
Insurance	Generali Worldwide Insurance Company Limited	Administrator	<ul style="list-style-type: none"> • Customer Service 	<ul style="list-style-type: none"> • Working knowledge of MS Office & Software • Basic concepts of Insurance

Insurance	Hannover Ruck SE Hong Kong Branch	Financial Data Analyst	<ul style="list-style-type: none"> • Data Management for insurance bordereaux information including preparation of experience analysis • Prepare/ enhance documentations for processes • Prepare regular management information reports 	<ul style="list-style-type: none"> • Attention to detail • Good analytical and interpersonal skills
Insurance	Hannover Ruck SE Hong Kong Branch	Actuarial Data Analyst	<ul style="list-style-type: none"> • Data Management for insurance bordereaux information including writing simple VBA/ SQL queries and preparation of experience analysis • Automation of financial reporting/ management information processes • Assist in ad hoc actuarial tasks 	<ul style="list-style-type: none"> • Good programming skills • Attention to detail
Insurance	Hannover Ruck SE Hong Kong Branch	Actuarial Intern	<ul style="list-style-type: none"> • Research on life insurance products in the market • Documentation of pricing and treaty materials • Ad hoc actuarial and marketing tasks 	<ul style="list-style-type: none"> • Attention to details • Willingness to learn • Good analytical and communication skills
Professional Brokerage	HF Financial Service Limited	Wealth Management Trainee	<ul style="list-style-type: none"> • Administer all client's services, from registration to settlement including processing payment, issuing correspondences for pending/declined cases in line with the policy terms and conditions, and all related administrative tasks within the agreed turnaround time • Handle enquiries from both clients and business parties; Prepare regular reports for control purposes • Support administration of individual claims to achieve agreed service requirements 	<ul style="list-style-type: none"> • Proficient in MS Office applications • Good command of spoken and written English and Chinese • A good team player, able to work independently and under pressure • Strong self-motivation with good communication and interpersonal skills

Professional Brokerage	Hong Kong Actuarial Insurance Consultants Company Limited	Management Trainee	<ul style="list-style-type: none"> • Legal & Compliance Management • HR Management • Account and Financial Management 	<ul style="list-style-type: none"> • Outgoing • Willing to learn • HTML, PHO, VBA preferred
Insurance	Manulife Financial Asia Limited	Asia Strategy Intern	<ul style="list-style-type: none"> • Research & data analysis • Financial modelling • Preparation of presentations • Participation of transactions (where appropriate) 	<ul style="list-style-type: none"> • University background, preferably in Accounting / Finance / Mathematics / Actuarial Science major • Proficient in PowerPoint, Excel, MS Office • Good communication and presentation skills in English
Insurance	Manulife Financial Asia Limited	Audit Services Asia Intern	<ul style="list-style-type: none"> • To assist in audit work and related administrative work 	<ul style="list-style-type: none"> • Minimum 1 year of internship experience on auditing in accounting firm • University background in Accounting or Audit • Proficient in Word, PowerPoint, Excel, MS Office • Good communication and presentation skills in English and Cantonese
Insurance	Manulife Financial Asia Limited	IT and Ops Performance Intern	<ul style="list-style-type: none"> • To assist in MIS Reporting 	<ul style="list-style-type: none"> • University background in Business or management discipline • Proficient in PowerPoint, Excel, MS Office • Good communication and presentation skills in English and Cantonese
Insurance	Manulife Financial Asia Limited	Distribution Management Intern	<ul style="list-style-type: none"> • To research and consolidate best practices on sales and risk distribution controls • Develop playbook and institutionalise across Asia regional office and BUs 	<ul style="list-style-type: none"> • University background preferred in Business or Risk Management • Proficient in PowerPoint, Word • Good oral and written communication and presentation skills in English
Insurance	Manulife Financial Asia Limited	Distribution Strategy Intern	<ul style="list-style-type: none"> • To assist in the enhancement and accelerate the rationalisation of Asia's distribution related MIS, in collaboration with regional distribution and regional finance colleagues 	<ul style="list-style-type: none"> • University background preferred in Business or quantitative • Proficient in PowerPoint, Word • Proficient dealing with quantitative data and business metrics • Good oral and written communication and presentation skills in English

Insurance	Manulife Financial Asia Limited	Regional Agency Intern	<ul style="list-style-type: none"> • Conference and convention data consolidation and analysis • Support in PRE study • Data mining on compensation • 1/2 year post launch review • Agency 1/2 year review 	<ul style="list-style-type: none"> • University background preferred in Business Management • Proficient in PowerPoint, Excel, MS Office • Good presentation and communication skills in English and Cantonese
Insurance	Manulife Financial Asia Limited	Distribution Delivery and Transformation Intern (1)	<ul style="list-style-type: none"> • To assist with a number of Business Analysis activities on the key Distribution projects in flight at that time. Most probably ePOS or Sales Lead Management 	<ul style="list-style-type: none"> • University background preferred in Business, IT or technology Proficient in MS Office suite Good communication and presentation skills in English and Cantonese
Insurance	Manulife Financial Asia Limited	Distribution Delivery and Transformation Intern (2)	<ul style="list-style-type: none"> • To assist on a project to build technologies for Bancassurance business 	<ul style="list-style-type: none"> • University background preferred in IT or Business Proficient in MS Office (PowerPoint, Excel), Development Skills Business Analysis
Insurance	Manulife (International) Limited	Proposition and Product Development Intern	<ul style="list-style-type: none"> • Prepare various product materials and manage day to day product maintenance activities • Perform UAT for proposal illustration system • Conduct insurance market intelligence study - Handle ad-hoc projects as assigned 	<ul style="list-style-type: none"> • University background preferred in Business or Finance • PowerPoint, Excel and MS Office Skills • Good Communication and presentation skills in English and Cantonese
Insurance	Manulife (International) Limited	HK Controllers Intern	<ul style="list-style-type: none"> • To assist in budget and annual plan process • Manage the timeline, deliverables and analysis associated with the forecast and annual plan packages 	<ul style="list-style-type: none"> • University background, preferred in Accounting or Business Management • Proficient in Excel, MS Office • Good Communication and presentation skills in English and Cantonese
Insurance	Manulife (International) Limited	Human Resources Intern	<ul style="list-style-type: none"> • To assist in HR Projects and support data analysis works 	<ul style="list-style-type: none"> • University background, any discipline • Proficient in PowerPoint, Excel and MS Office • Strong communication skills

Insurance	Manulife (International) Limited	Digital Marketing Intern	<ul style="list-style-type: none"> • Assist data analysis and reporting • Assist application testing (UAT) and bugs reporting • Assist social media contents development 	<ul style="list-style-type: none"> • University background, preferred in Business Management • Proficient in MS Office • Good knowledge of social media trends • Good Communications in English and Cantonese
Insurance	Manulife (International) Limited	Strategic & Distribution Management Intern (1)	<ul style="list-style-type: none"> • To assist communication with relevant parties effectively on various strategic and marketing projects 	<ul style="list-style-type: none"> • University background, preferred in Business management • Excellent organization and time management skills • Good Communication and writing skills in English and Cantone
Insurance	Manulife (International) Limited	Strategic & Distribution Management Intern (2)	<ul style="list-style-type: none"> • To support on channel communications, and Manulife MPF brand promotions via both traditional and digital means 	<ul style="list-style-type: none"> • University background, preferred in Marketing, Communications, Linguistics, Language Studies or Translation • Proficient in MS Office, Photoshop, Chinese word processing • Good command in both written and spoken English and Chinese
Insurance	Manulife (International) Limited	Strategic & Distribution Management Intern (3)	<ul style="list-style-type: none"> • To support team on channel and customer events, especially prior to and during the FAE contest period 	<ul style="list-style-type: none"> • University background, preferred in Marketing, Communications or Event Management • Smart and quick problem solver, work under very tight timeline • Strong interpersonal skills
Insurance	Manulife (International) Limited	Actuarial Intern	<ul style="list-style-type: none"> • Participate in different actuarial projects in the areas of product development, financial reporting or risk management 	<ul style="list-style-type: none"> • University background in Actuarial • Good academic results • Good communication presentation and interpersonal skills
Insurance	Manulife (International) Limited	Business Development Support Intern	<ul style="list-style-type: none"> • Preparation for large-scale internal annual sales campaign ('FAE') and clerical support 	<ul style="list-style-type: none"> • University background in any program • Strong skills in PowerPoint and Excel
Insurance	Manulife (International) Limited	Operations – Policy Administration Intern	<ul style="list-style-type: none"> • Update and refine procedures Support GA scanning and sales campaigns, especially during peak times • Provide clerical support on CRS low-value remediation 	<ul style="list-style-type: none"> • University background, preferred in Business related discipline • At least 1st year university student • PC, Excel and strong writing ability • Polite, responsible and well mannered

Insurance	Manulife (International) Limited	Operations – Complaint Management Intern	<ul style="list-style-type: none"> • Assist in preparing completed complaint files for backscanning for system storage 	<ul style="list-style-type: none"> • University background in any program • Good proficiency in English and Chinese languages
Insurance	Manulife (International) Limited	Operations Intern	<ul style="list-style-type: none"> • Assist in policy charge fulfillment and customer request handling 	<ul style="list-style-type: none"> • University background in any program • Detail minded and patient
Insurance	Manulife (International) Limited	Operations – Quality Management Intern	<ul style="list-style-type: none"> • Administration and document preparation for audits, update of Quality Assurance Programs standard operating procedure • Assist in backscanning filing and offsite record storage of Quality Assurance Program documents 	<ul style="list-style-type: none"> • University background in any program • 1st Year University Student • PC Skills • Good English writing skills • Self-motivated, detail-oriented and committed
Insurance	Manulife (International) Limited	CRM and IT Intern	<ul style="list-style-type: none"> • To support update application documents, perform IT system testing • Support system development and maintenance for in-house application system 	<ul style="list-style-type: none"> • University background, preferred in Information System or Computer Science • Some mandarin skill is an advantage
Insurance	Manulife (International) Limited	IT Digital Intern	<ul style="list-style-type: none"> • Assist in mobile app certification and corresponding impact analysis and handling • Assist in tasks in developing lift cycle (Program analysis and development, set up, testing support) 	<ul style="list-style-type: none"> • University background, preferred in Computer Science related discipline • Java and mobile app programming skills • Good communications and analytical mind
Insurance	Manulife (International) Limited	IS Governance Intern	<ul style="list-style-type: none"> • Assist in project governance related data analysis and report preparation 	<ul style="list-style-type: none"> • University background, preferred in Business Management • Proficient in PowerPoint, Excel, MS Office

Insurance	Manulife (International) Limited	Project Intern	<ul style="list-style-type: none"> • Assist the programme director in the managing and coordination of compliance projects and the individual project managers with project delivery tasks 	<ul style="list-style-type: none"> • University background, preferred in Business or Information systems • Proficient in PowerPoint, Excel, MS Office • Good communication and presentation skills in English and Cantonese
Insurance	Manulife (International) Limited	Agency Service Centre Intern	<ul style="list-style-type: none"> • To support the ASC daily operation such as data input, documentation sorting, payment function and document preparation before scanning 	<ul style="list-style-type: none"> • University background, Business Management is preferred • Proficient in Excel and MS Office • Good presentation and communication in English and Cantonese • Attention to detail
Insurance	Manulife (International) Limited	Operation Hotline Intern	<ul style="list-style-type: none"> • Support the agency hotline by handling simple enquiry such as ManulifeMOVE and New Business calls and emails. • Support MIS preparation and data analysis • Prepare PowerPoint for agent morning meetings 	<ul style="list-style-type: none"> • University background, preferred in Business Management • Proficient in Excel, access and PowerPoint • Good Communication in English and Chinese
Insurance	Manulife (International) Limited	Customer Care Intern	<ul style="list-style-type: none"> • To support customer enquiries in ManulifeMOVE and to provide administration support to the team 	<ul style="list-style-type: none"> • University background, in business Management preferred • Proficient in excel, MS Office • Good communication skills in written English
Insurance	Manulife (International) Limited	Customer Contact Centre Intern	<ul style="list-style-type: none"> • To act as a project assistant in managing the customer contact centre operational assignments and NPS projects 	<ul style="list-style-type: none"> • University background, preferred in Business Management or Insurance • Proficient in MS Office • Good communications in English and Cantonese
Insurance	Manulife (International) Limited	Agency Compensation Intern (1)	<ul style="list-style-type: none"> • To assist in Agent's Registration related operations, such as checking of agent's debts with their ex-employers, the CPD reporting 	<ul style="list-style-type: none"> • University background, preferred in Business Management • Proficient in PowerPoint, Excel, MS Office • Good communication and presentation skills in English and Cantonese

Insurance	Manulife (International) Limited	Agency Compensation Intern (2)	<ul style="list-style-type: none"> To assist in agency compensation related operations, such as handling of cheques/payslip/tax receipts, filing and data processing, etc. 	<ul style="list-style-type: none"> University background, preferred in Business Management Proficient in PowerPoint, Excel, MS Office Good communication in English and Cantonese
Insurance	Manulife (International) Limited	Distribution Compliance Intern	<ul style="list-style-type: none"> To assist with legal research, compliance investigation, translation and filing 	<ul style="list-style-type: none"> University background, with legal discipline; LLB/PCLL Good with PC, MS Office Chinese language skill and typing preferred
Insurance	Manulife (International) Limited	Distribution Training and Development Intern	<ul style="list-style-type: none"> To assist in training record filing and training material preparation 	<ul style="list-style-type: none"> University background, preferred in Business Management Proficient in PowerPoint, Excel, MS Office Good communication skills
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (1)	<ul style="list-style-type: none"> To assist preparation work for marketing events and health topic research and analytical projects 	<ul style="list-style-type: none"> Journalism / Marketing backgrounds preferred, but not mandatory
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (2)	<ul style="list-style-type: none"> To support line of business – health’s finance projects 	<ul style="list-style-type: none"> Accounting and /or Finance backgrounds preferred, but not mandatory
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (3)	<ul style="list-style-type: none"> To support line of business – policy audit Post renewal work after peak renewal 	/
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (4)	<ul style="list-style-type: none"> Assist in preparation and updating compliance procedures, training materials and other compliance documents 	<ul style="list-style-type: none"> Strong command of written and spoken English; Detail-oriented
Professional Brokerage	Mercer (Hong Kong) Limited	Intern (5)	<ul style="list-style-type: none"> Conduct market research of competitors and contact details of prospects/ leads 	<ul style="list-style-type: none"> Competent in research and excel skills is preferred

Insurance	MetLife Limited	Summer Intern	<ul style="list-style-type: none"> • Support daily routine tasks • Participate in project based job 	<ul style="list-style-type: none"> • Positive, team player • Strong written and communication skills • Attend to details
Insurance	MetLife Limited	Summer Intern - Actuarial	<ul style="list-style-type: none"> • Reduce the manual process of valuation procedure including data conversion, procedure to update new products and other user computing automation • Data analysis using Excel and Microsoft Access for various ad hoc project • UAT on prophet migration 	<ul style="list-style-type: none"> • University background in actuarial / risk management • Essential knowledge in actuarial mathematics and life insurance • Good writing skills and communication skills in English • Strong Analytical Skill • Proficient in Microsoft Word, Excel and PowerPoint
Insurance	MetLife Limited	Summer Intern - Corporate Marketing and Communications	<ul style="list-style-type: none"> • Coordinate the development of marketing materials by working with internal and external parties and managing the content development and approval process. • Provide editing and proofreading support in both English and Traditional Chinese • Research insurance market's marketing communications strategies (brochures, promotional materials, offers, advertising, PR) in English and Traditional Chinese • Conduct brand audit: Research and assess the insurance marketing competitive landscape (specifically audit HK companies are positioning their brand in the market - offline/online) 	<ul style="list-style-type: none"> • University background, preferred in Marketing / Business • Positive, team player and able to multi-task • Strong written and oral communication skills (English and Chinese) • Strong organization skills and attention to detail • Excellent relationship building skills • Photoshop and design skills an advantage • Proficient in Microsoft Word, Excel, PowerPoint and Chinese Typing

Insurance	MetLife Limited	Summer Intern - Finance & Accounting	<ul style="list-style-type: none"> • Assist the month end closing • Assist preparation of management reports in USGAAP basis to management • Assist preparation of monthly / quarterly reports in USGAAP basis to regional / head office • Assist preparation of financial reports in local statutory basis and quarterly regulatory returns to local regulators 	<ul style="list-style-type: none"> • University background, Major in Accounting • Basic financial accounting knowledge and Excel knowledge on Macro is preferred • Good communication skill in English and Cantonese • Good writing skills in English • Proficient in Microsoft Word and Excel
Insurance	MetLife Limited	Summer Intern - Independent Advisory	<ul style="list-style-type: none"> • General office administration • Generate sales report using MIS system and excel • Interact with various colleges among departments, building interpersonal skill under business environment. • Prepare Powerpoint for business presentation 	<ul style="list-style-type: none"> • University background in any disciplines • Able to learn from experience and error • Proactive attitude, willing to learn and punctuality • Strong written and oral communication skills (English and Mandarin) • Proficient in Microsoft Word, Excel, PowerPoint and Chinese Typing
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Administrative Internship	<ul style="list-style-type: none"> • Customer service, policy administration & follow up • Prepare forms and illustrations for client meeting, clerical support 	<ul style="list-style-type: none"> • Good PC skills • Independent, responsible, willing to learn, self-initiated • Good team player with positives attitude • Strong communication and interpersonal skills
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Marketing Internship	<ul style="list-style-type: none"> • Handle customers enquires, support Sales & Marketing and client related activities • Prepare marketing materials and proposals • Organize promotions • Handle projects 	<ul style="list-style-type: none"> • Good PC skills • Independent, responsible, willing to learn, self-initiated • Good team player with positives attitude • Strong communication and interpersonal skills
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Financial Planning Internship	<ul style="list-style-type: none"> • Prepare sales related materials, proposals, product comparison & research, promotion, analysis 	<ul style="list-style-type: none"> • Good PC skills • Independent, responsible, willing to learn, self-initiated • Good team player with positives attitude • Strong communication and interpersonal skills

Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Reinsurance & Dual Services	<ul style="list-style-type: none"> • Reinsurance/underwriting report data preparation and analysis support • Fire accumulation: data checking/clean up and establishment of database or streamline workflow 	<ul style="list-style-type: none"> • Full-time Bachelor Degree undergraduate with at least 1 academic year remaining • Major in Statistics / Risk Management / Mathematics / Insurance is preferable
Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Marine Underwriting	<ul style="list-style-type: none"> • Update the IT raw data report against various endorsements • Update data of localities and RJ-Return raw data report of hull policies against various endorsement • Assist seniors to consolidate data according to RI-Return reports 	<ul style="list-style-type: none"> • Full-time Bachelor Degree undergraduate with at least 1 academic year remaining • Major in Statistics / Risk Management is preferable
Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Broker	<ul style="list-style-type: none"> • Handle clerical duties • Prepare Genlink Quotation Registration • Ad-hoc projects/work to be assigned by supervisors 	<ul style="list-style-type: none"> • Full-time Bachelor Degree undergraduate with at least 1 academic year remaining • Major in Business Administration or other disciplines
Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Agency & Direct Business	<ul style="list-style-type: none"> • Assist business manager in promoting new products including pre-launch process • Assist operation manager to implement and execute operation efficiency tasks 	<ul style="list-style-type: none"> • Full-time Bachelor Degree undergraduate with at least 1 academic year remaining • Major in Business Administration or other disciplines
Professional Brokerage	Nova Risk Services Holding Limited	Internship	<ul style="list-style-type: none"> • Assist in producing client proposals, analysis and presentation. • Undertake general administrative duties. • Provide support on corporate events 	<ul style="list-style-type: none"> • Good interpersonal skill with analytical mind • Familiar with MS office
Insurance	Sompo Insurance (Hong Kong) Company Limited	Clerk - Underwriting	<ul style="list-style-type: none"> • Clerical support, such as data input, simple claims processing, filing and record keeping, etc 	<ul style="list-style-type: none"> • Good language and communication skills

Insurance	Sompo Insurance (Hong Kong) Company Limited	Clerk - Claims	<ul style="list-style-type: none"> • Clerical support, such as data input, simple claims processing, filing and record keeping, etc 	<ul style="list-style-type: none"> • Good language and communication skills
Insurance	Sompo Insurance (Hong Kong) Company Limited	Clerk - Marketing	<ul style="list-style-type: none"> • Clerical support, such as data input, simple claims processing, filing and record keeping, etc 	<ul style="list-style-type: none"> • Good language and communication skills
Insurance	Target Insurance Company Limited	General Clerk	<ul style="list-style-type: none"> • Assist in data entry and document filling in different department • Assist in general office clerical work • Carry out other Ad-Hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Positive in attitude and hard-working • Good interpersonal and communication skills • Good command of both English and Chinese • Good PC skills in MS Word, Excel & Chinese word processing
Insurance	Well Link General Insurance Company Limited	Summer Intern – Underwriting	<ul style="list-style-type: none"> • Perform User Acceptance Test (UAT) • Provide fast and efficient clerical and administrative support to the claims Team • Support policy issuance and special project 	<ul style="list-style-type: none"> • Preferably in Business Studies or related discipline • Good command of written and spoken in Chinese, English and proficient in Mandarin • Must be proficient with Word, Excel, PowerPoint

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