



Summer Internship Programme – Insurance Industry (2019 Intake)

保險業「暑期實習計劃」(2019年)

Participating Companies & Vacancies (as at 22 January 2019)

參與機構及職位空缺 (截至2019年1月22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; or - a sub-degree final year student who received a conditional offer from a full-time locally-accredited degree programme. 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; 或 - 應屆副學位畢業生並已獲經評審的本地全日制學士學位課程有條件取錄)
Insurance	Asia Insurance Company Limited 亞洲保險有限公司	Clerk	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 and hoc duties as assigned by manager / supervisor	/

Insurance	Assicurazioni Generali S.p.A.	Intern - Planning & Control	<ul style="list-style-type: none"> • Prepare monthly and quarterly financial reports • Assist in preparation of presentation material • Assist in the strategic planning process 	<ul style="list-style-type: none"> • Holder of Bachelor degree or students pursuing their studies in Business, Accounting, Insurance or related fields
Insurance	Aviva Life Insurance Company Limited 英傑華人壽保險有限公司	Digital 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 英傑華人壽保險有限公司	Finance Intern	<ul style="list-style-type: none"> • Provide all rounded administrative and clerical support to Finance Development • Data entry, filing and documentation • Perform ad hoc assignments as assigned 	<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 英傑華人壽保險有限公司	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 英傑華人壽保險有限公司	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 英傑華人壽保險有限公司	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 Unites. • 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	AXA China Region Insurance Company Limited 安盛保險（百慕達）有限公司	Intern – Agency Marketing / Distribution Communication & Promotion	<ul style="list-style-type: none"> • Assist in administration and implementation of programmes and events • Handle applications and reimbursement of programme • Assist in promotion and marketing materials • Assist in the organizing of marketing events and promotions • Assist in various areas of online marketing operations across several channels such as facebook, agent inquiries, issuing coupons, etc. • Administration supports e.g. reporting, inventory management • Ad hoc duties assigned by supervisors 	<ul style="list-style-type: none"> • Good communicator, both written and verbal English & Chinese • Proficient in proficient in PC skills including MS Word, Excel, PowerPoint and Chinese Word Processing • Willing to learn, strong interpersonal skill and attention to details • Detail minded
Insurance	AXA China Region Insurance Company Limited 安盛保險（百慕達）有限公司	Intern – Distribution Training and Development	<ul style="list-style-type: none"> • Researching and organizing training program • Researching and writing training materials, training operation manual and system manual • Documenting, reviewing and organizing training systems procedural manuals and supporting documentation for training programs and systems • Maintaining Learning Management System (LMS) and system enhancement • Assisting in producing eLearning and video • Participating in implementing training programs and projects • Managing schedules, records and accounts receivable 	<ul style="list-style-type: none"> • Proficient in MS Office; knowledge of HTML is a plus • Effective interpersonal communication skills, both written and verbal • Imitative, motivation and creativity
Insurance	Berkshire Hathaway Specialty Insurance 巴郡保險公司	Actuary Assistant	<ul style="list-style-type: none"> • Create in-house database for business statistics • Assist in continuous process improvement programs • Assist in quarter-end closing 	<ul style="list-style-type: none"> • Relevant knowledge in Actuary

Insurance	Berkshire Hathaway Specialty Insurance 巴郡保險公司	Finance Assistant	<ul style="list-style-type: none"> • Create in-house database for business statistics • Assist in continuous process improvement programs • Assist in quarter-end closing 	<ul style="list-style-type: none"> • Relevant knowledge in Finance
Insurance	Blue Cross (Asia-Pacific) Insurance Limited 藍十字（亞太）保險有限公司	Actuarial Assistant	<ul style="list-style-type: none"> • Assist in the implementation of the Risk Based Capital regime • Assist in the monthly valuation process and development of pricing and experience rating models • Assist in development and review underwriting and pricing basis for new products and product revisions • Support reinsurance review 	<ul style="list-style-type: none"> • Major in Actuarial Science / Mathematics
Insurance	Blue Cross (Asia-Pacific) Insurance Limited 藍十字（亞太）保險有限公司	Administrative Assistant (Office Administration)	<ul style="list-style-type: none"> • Provide administrative support on office administration duties, such as mailing operations, workstation arrangement, inventory control on stationary, document filing and scanning • Provide support on staff engagement activities and company events • Prepare PowerPoint slides or notices for office administration services 	<ul style="list-style-type: none"> • Major in Business Administration or related disciplines
Insurance	Blue Cross (Asia-Pacific) Insurance Limited 藍十字（亞太）保險有限公司	Administrative Assistant (Sales Support / Life Insurance / Medical Claims)	<ul style="list-style-type: none"> • Provide clerical support to the Department, such as report updating, document filling and scanning • Support promotion campaign • Ad-hoc task as required 	<ul style="list-style-type: none"> • Major in Business Administration or related disciplines

Insurance	Blue Cross (Asia-Pacific) Insurance Limited 藍十字（亞太）保險有限公司	Customer Services Assistant	<ul style="list-style-type: none"> • Provide daily administrative support to department including data input, document filling, 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 	<ul style="list-style-type: none"> • Major in Business Administration or related disciplines
Insurance	Blue Cross (Asia-Pacific) Insurance Limited 藍十字（亞太）保險有限公司	Human Resources Assistant	<ul style="list-style-type: none"> • Provide support on recruitment, benefits administration, training programs coordination and staff engagement activities, etc. • Perform data inputs and scanning staff records • Maintain proper and appropriate in filing records and documents 	<ul style="list-style-type: none"> • Major in Human Resources Management or related disciplines
Insurance	BOC Group Life Assurance Company Limited 中銀集團人壽保險有限公司	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 professional 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"> • Undergraduate of any disciplines 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

Insurance	<p>China BOCOM Insurance Company Limited 中國交銀保險有限公司</p>	<p>Summer Intern – Claims Department</p>	<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 ad-hoc project 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	<p>China BOCOM Insurance Company Limited 中國交銀保險有限公司</p>	<p>Summer Intern – Finance Department</p>	<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 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, PowerPoint, etc.) • Strong sense of responsibility • Relevant accounting qualification will be an advantage

Insurance	<p>China BOCOM Insurance Company Limited 中國交銀保險有限公司</p>	<p>Summer Intern – Human Resources Department</p>	<ul style="list-style-type: none"> • Assist in full-spectrum of human resources functions including but not limited to recruitment & recruitment & selection, training & development, compensation & benefits, HR policy, etc. • Assist in preparation of data analysis and report • Provide administrative and clerical support • 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	<p>China BOCOM Insurance Company Limited 中國交銀保險有限公司</p>	<p>Summer Intern – Underwriting and Reinsurance Department</p>	<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	<p>China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司</p>	<p>Summer Intern, Bancassurance</p>	<ul style="list-style-type: none"> • Assist in developing insurance research and product performance analysis • Assist in preparing relevant reports 	<ul style="list-style-type: none"> • Bachelor Degree, year 2 or above • Major in Finance or related discipline preferred • Basic knowledge of data collection and analysis • Basic knowledge of MS Office

Insurance	China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司	Summer Intern, Direct Marketing	<ul style="list-style-type: none"> • Assist in market research, including information and data collection, data analysis and report presentation • Assist in direct marketing campaigns workflows and department policy review and amendment 	<ul style="list-style-type: none"> • Bachelor Degree, year 2 or above • Major in Marketing or related discipline • Basic knowledge of data collection and analysis • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司	Summer Intern, Finance Department	<ul style="list-style-type: none"> • Assist in daily work, including accounting, treasury and filing 	<ul style="list-style-type: none"> • Bachelor Degree, year 1 or above • Major in Finance, Economy, Management or related discipline • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司	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"> • Bachelor Degree, 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 (HK) Company Limited 中國太平人壽保險（香港）有限公司	Summer Intern, Investment Management (Credit Analyst)	<ul style="list-style-type: none"> • Credit risk reporting and market information updates • Data collection, cleansing and corresponding analysis 	<ul style="list-style-type: none"> • Bachelor Degree, year 3 or above • Major in Finance, Mathematics, Risk Management or related disciplines • Basic knowledge of fixed income investment and credit • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司	Summer Intern, Investment Management (Deal Origination)	<ul style="list-style-type: none"> • Assist in deal sourcing and preparing relevant reports • Assist in Due Diligence analysis • Other relevant as requested 	<ul style="list-style-type: none"> • Bachelor Degree, year 3 or above • Major in Finance Engineering, Mathematics, Accounting, Risk Management or related discipline • Basic knowledge of investment and finance • Basic knowledge of MS Office

Insurance	China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司	Summer Intern, Investment Management (Investment Analyst)	<ul style="list-style-type: none"> • Assist in preparing routine investment relevant report and results • Data collection, cleansing and corresponding analysis • Other relevant as requested 	<ul style="list-style-type: none"> • Bachelor Degree, year 3 or above • Major in Finance Engineering, Mathematics, Accounting, Risk Management or related disciplines; • Basic knowledge of investment and finance • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司	Summer Intern, Legal and Compliance	<ul style="list-style-type: none"> • Assist the daily tasks for the department • Involve in data collection and analysis • Generate reports for compliance reporting • Assist in studying the regulator guidelines and provide suggestions • Participate in UAT testing for the compliance related systems • Handle ad-hoc projects and other duties as required 	<ul style="list-style-type: none"> • Bachelor Degree, year 2 or above • Major in Law, Business Administration or related discipline • Basic knowledge of data collection and analysis • Basic knowledge of MS Office • Proficient in written Chinese and English and fluent speaking in Putonghua
Insurance	China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司	Summer Intern, Product Marketing	<ul style="list-style-type: none"> • Assist in product development work including pricing modelling and creating product proposal and provision • Assist in Actuarial related UAT 	<ul style="list-style-type: none"> • Bachelor Degree, year 2 or above • Major in related fields including Actuarial Science, Maths or Stats etc. • Proficiency in MS Office Excel and Word • Strong interpersonal and communication skills
Insurance	China Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司	Summer Intern, Risk Management	<ul style="list-style-type: none"> • Assist in Financial Risk Management, e.g. new product review, Asset Liabilities Management • Assist in Operational Risk Internal Control testing and/or Business Continuity Management • Assist in routine risk monitoring and reporting related duties • Assist in risk management related and hoc project 	<ul style="list-style-type: none"> • Year 2 or above • Major in Risk Management, Mathematics, Statistics, Actuarial or related discipline • Good analytical skill, problem solving skill and presentation skill, self-motivated • Basic knowledge of MS Office

Insurance	Dah Sing Insurance Company (1976) Limited 大新保險（1976）有限公司	Claims Assistant	Administrative Support:- • Data input, photocopying, scanning • Letters classification, arranging files to warehouse	• Proficient in Microsoft Office • Good command of written English and Chinese
Insurance	Dah Sing Insurance Company (1976) Limited 大新保險（1976）有限公司	Marketing Assistant	Administration Support:- • Reporting, routine administrative tasks, filing like vetting	• Proficient in Microsoft Office, especially in excel and word • Good command of written English and Chinese
Insurance	Dah Sing Insurance Company (1976) Limited 大新保險（1976）有限公司	Underwriting Assistant	Administrative Support:- • Report preparation • Document follow up	• Good command of written English and Chinese • Proficient in Microsoft Office
Professional Brokerage	FP Marine Risks Limited 領航海上保險顧問有限公司	Compliance Assistant	• Ensure clients and vessels are adequately screened for any sanction breach • Assisting in ensuring terms of business are in place with all clients • Monitoring and assessing risks to the business • Day to day compliance support work	• Demonstrate attention to details • Have a good command of English • Basic knowledge of the insurance industry
Professional Brokerage	FP Marine Risks Limited 領航海上保險顧問有限公司	HR Assistant	• Organize employees' personal files • Updating employee's record • Assist general administration and filing works	• Human Resources / Business / Management or relevant disciplines • Familiar with MS Windows and Office applications such as Word, Excel and PowerPoint

Insurance	FWD Life Insurance Company (Bermuda) Limited 富衛人壽保險（百慕達）有限公司	Summer Intern (General Insurance)	<ul style="list-style-type: none"> • Assist in different areas of General Insurance operations, e.g. policy administration, claims and underwriting • Provide clerical support in claims processing such as record keeping and update, processing of payment, cheque requisition & etc 	<ul style="list-style-type: none"> • Good command of both spoken and written English & Chinese • Proficient in MS Office tools, Chinese word processing and internet research • Pleasant and helpful attitude • Logical thinking with common sense • Willing to learn
Insurance	FWD Life Insurance Company (Bermuda) Limited 富衛人壽保險（百慕達）有限公司	Summer Intern (Life Operations)	<ul style="list-style-type: none"> • Assist in different areas of operations, e.g. policy administration, claims and underwriting to provide clerical support includes but not limited to data entry, filing and scanning • Participate and coordinate in various projects 	<ul style="list-style-type: none"> • Pleasant, proactive and team player • Customer centric, demonstrates openness and passions in insurance industry • Good knowledge of PC and proficient in MS Office tools
Insurance	FWD Life Insurance Company (Bermuda) Limited 富衛人壽保險（百慕達）有限公司	Summer Intern (Marketing)	<ul style="list-style-type: none"> • Assist in different areas of operations in Marketing & Communications, e.g. branding, public relations, digital marketing • Clerical support includes but not limited to data entry and filing • Participate and coordinate in marketing projects 	
Insurance	Generali Life (Hong Kong) Limited 忠意人壽（香港）有限公司	B2B2C Intern	<ul style="list-style-type: none"> • Data analytics • Support App development project • Automation in non-life underwriting works 	<ul style="list-style-type: none"> • Student of actuarial science or statistics

Insurance	Generali Life (Hong Kong) Limited 忠意人壽(香港)有限公司	Retail Life Broker Account Support	<ul style="list-style-type: none"> • Provide day-to-day support to the Sales Team to facilitate sales, distribution and partner management • Manage phone calls and emails. Oversee mail deliveries, packages and couriers • Maintain neat and tidy storage of marketing materials and place orders when necessary 	<ul style="list-style-type: none"> • Proficient computer skills, including Microsoft Office Suite (Word, Power Point, and Excel) • Excellent written and verbal communication skills
Insurance	Hannover Ruck SE 漢諾威再保險公司	Actuarial Data Analyst	<ul style="list-style-type: none"> • Assist on designing and building SQL databases for experience studies and actuarial each flows projection models for reinsurance business. 	<ul style="list-style-type: none"> • Pursuing a Bachelor's degree in actuarial science or other relevant streams, with experience in Excel VBA and SQL Language preferred
Insurance	Hannover Ruck SE 漢諾威再保險公司	Clerical Assistant - Underwriting	<ul style="list-style-type: none"> • Day-to-day clerical support • Data entry and checking • Document filling and administrative support 	<ul style="list-style-type: none"> • Familiar with PC operations such as MS Outlook, Word, Excel and PowerPoint • Good command of English and Chinese
Insurance	Hannover Ruck SE 漢諾威再保險公司	Financial Data Analyst	<ul style="list-style-type: none"> • Data Management for insurance bordereaux information including writing simple VBA / SQL queries • Prepare / Enhance documentations for processes • Automation of financial reporting or other ad hoc database tasks 	<ul style="list-style-type: none"> • Attention to details and basic knowledge in programming • Good analytical and interpersonal skills
Professional Brokerage	Hong Kong Actuarial Insurance Consultants Company Limited 香港精算保險顧問有限公司	Management Trainee	<ul style="list-style-type: none"> • Data analysis • Accounting and management • Website administration 	<ul style="list-style-type: none"> • Major in Statistics and Accounting • Knowledge of VBA or HTML

Professional Brokerage	Howden Insurance Brokers (HK) Limited 豪敦保險顧問有限公司	Account Executive, Employee Benefits	<ul style="list-style-type: none"> • Assist in preparing proposals, reports and other relevant documents with good quality in timely manner • Liaise with insurers and service providers • Work with other teams and offices to maintain good communication and cooperative working relationships 	<ul style="list-style-type: none"> • Relevant studies in insurance is preferable • Ability to work independently as multi-tasker • Possess strong organizational time management and prioritization skills • Detail-oriented and customer focused • Excellent communication (oral & written) and interpersonal skills both English and Chinese • Ability to demonstrate a strong command of Microsoft Word, Excel & PowerPoint
Professional Brokerage	KSY Speciality Limited 鷹暉保險顧問有限公司	Summer Intern	<ul style="list-style-type: none"> • The position will learn a few selected types of general insurance (e.g medical property, liability, marine, etc.). After appropriate training, the position will be involved with customer service and insurance documentation processing including system input. 	<ul style="list-style-type: none"> • Undergraduate, good command in English and Chinese, very eager to learn and consider insurance as a career, proficiency in Microsoft skill with Chinese and English input.
Insurance	Liberty International Insurance Limited 利寶國際保險有限公司	Project Assistant	<ul style="list-style-type: none"> • Provide support to Team Leader such as market research, data analytic, customers' enquiry and preparation of quotation • Provide in the events organizing and product developments • Assist Team Leader to drive business growth • Participate in different projects as assigned by team leader / Department Head 	<ul style="list-style-type: none"> • Non Final Year University Student major in Marketing, Business Administration, Actuarial or related disciplines • With passion & experience in insurance industry is an advantage • Good interpersonal and communication skill as well as good command of written & spoken English • Willing to learn, innovative, customer-oriented and a good team player • Energetic, self-disciplined with strong sense of responsibility • Strong numerical sense and analytical skills • Well-organized and work independently
Professional Brokerage	Lockton Companies (Hong Kong) Limited 諾德保險經紀有限公司	Temporary Clerk	<ul style="list-style-type: none"> • Assist in case/claims handling • Prepare statistics and reports • Assist to manage data and systems • Provide team administration, clerical works and other daily routine job 	<ul style="list-style-type: none"> • University student with good learning attitude • Good in MS Office applications

Insurance	Manulife (International) Limited 宏利人壽保險（國際）有限公司	Summer Intern	<ul style="list-style-type: none"> • Provide clerical and operational support to the team • Assist in daily operation of the team • Handle data input and maintain the accuracy of system data • Prepare report to the team if necessary • Handle ah-hoc task assigned by manager 	<ul style="list-style-type: none"> • Holder of Bachelor's Degree in different discipline • Undergrad student or fresh graduate who is interested in Financial and Insurance industry is preferred • Able to work independently and under stress • Details minded and attention to details • Good command in both written and spoken Chinese and English
Insurance	MetLife Limited 大都會人壽保險有限公司	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 • Maintenance on Prophet 	<ul style="list-style-type: none"> • Major in Actuarial / Risk Management • Analytical Skill • Microsoft Word, PowerPoint, Access, Excel and SQL • Good command of written and spoken in English
Insurance	MetLife Limited 大都會人壽保險有限公司	Summer Intern – Agency Marketing	<ul style="list-style-type: none"> • Coordinate in agency events to make sure the events run smoothly and effectively • Assist in vendors' sourcing and venue search for agency events • Provide formatting and proofreading support for Agency Memos • Assist to meet the project timelines well and prepare projects correspondences • Support in manage operational and administrative functions 	<ul style="list-style-type: none"> • Major in Marketing / Business • Positive, Team Player • Strong written and oral communication skills • Strong organization skills and attention to detail • Excellent relationship building skills • Photoshop and design skills an advantage • Able to multi-task • Fluent in English and Traditional Chinese (Written and Verbal) • Microsoft Word, PowerPoint, Excel and Chinese Typing
Insurance	MetLife Limited 大都會人壽保險有限公司	Summer Intern – DOA Office, Agency	<ul style="list-style-type: none"> • Agent recruitment document checking and approval request drafting • Recruitment and approval documents filing and scanning • Support agency administrative requests • Support agency and recruitment events administration tasks 	<ul style="list-style-type: none"> • Major in Business Studies / Finance • Microsoft Word, PowerPoint, Excel and Chinese Typing • Good command of written and spoken in English

Insurance	<p style="text-align: center;">MetLife Limited 大都會人壽保險有限公司</p>	<p style="text-align: center;">Summer Intern – Marketing and Communications</p>	<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"> • Major in Marketing/Business • Knowledge in marketing, market research and competitive analysis • Fluent in English (written and verbal) • Positive, Team Player • Strong written and oral communication skills • Strong organization skills and attention to detail • Excellent relationship building skills • Photoshop and design skills are an advantage • Able to multi-task • Strong in Traditional Chinese (written and verbal) • Microsoft Word, PowerPoint, Excel and Chinese Typing
Insurance	<p style="text-align: center;">MetLife Limited 大都會人壽保險有限公司</p>	<p style="text-align: center;">Summer Intern – Agency Operations</p>	<ul style="list-style-type: none"> • Contracting document checking • New agent personal filing including scanning and basic data entry • New agent due diligence checking 	<ul style="list-style-type: none"> • Major in Finance, business management • Microsoft Word, PowerPoint, Excel and Chinese Typing • Good command of written and spoken in English
Insurance	<p style="text-align: center;">MetLife Limited 大都會人壽保險有限公司</p>	<p style="text-align: center;">Summer Intern – Product Development</p>	<ul style="list-style-type: none"> • Assist in the financial analysis of campaigns / incentives • Assist in the product development and implementation process, including user requirement write-up, market research, product materials preparation • Assist in the UAT process 	<ul style="list-style-type: none"> • Major in Actuarial or related • Fundamental Actuarial knowledge is needed • Previous working experience in Product Development or Actuarial Department is an advantage • Good communication skill • Good analytical skill • Microsoft Word, PowerPoint, Excel and Chinese Typing • Good command of written and spoken in English

Professional Brokerage	MI Insurance Brokers Limited	Summer Intern	<ul style="list-style-type: none"> • Administrative task in research and studies of the insurance broking transactional system • Assisting in product comparison for the selective insurance products from insurance providers • Assisting the company's e-filing system and document management 	<ul style="list-style-type: none"> • Self-discipline, proactive and CAN-DO attitude with good command of written English • Proficiency in MS Excel, PowerPoint & Word
Professional Brokerage	Money Concepts (Asia) Holdings Limited 美國萬利理財控股有限公司	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 美國萬利理財控股有限公司	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
Professional Brokerage	Money Concepts (Asia) Holdings Limited 美國萬利理財控股有限公司	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
Insurance	MSIG Insurance (Hong Kong) Limited 三井住友海上火災保險（香港）有限公司	Executive Assistant, Digital Business	<ul style="list-style-type: none"> • Conduct UAT and health check after launch of e3 App & related enhancements • Support in system development and enhancement project 	<ul style="list-style-type: none"> • Major in Computer Science / Marketing / Business Administration is preferable

Insurance	MSIG Insurance (Hong Kong) Limited 三井住友海上火災保險（香港）有限公司	Executive Assistant, E-Commerce	<ul style="list-style-type: none"> • Support the execution on direct marketing campaign • Prepare creatives & deliverables – Adtext, banners & eDM • Support on post-campaign analysis & conduct market research 	<ul style="list-style-type: none"> • Major in Computer Science / Marketing / Business Administration is preferable
Insurance	MSIG Insurance (Hong Kong) Limited 三井住友海上火災保險（香港）有限公司	Executive Assistant, Information Technology	<ul style="list-style-type: none"> • Hands on opportunity to participate business application development, following modern Software-Development-Life-Cycle (SDLC) • Collaborate with end users to understand their business needs, then apply technical knowledge and utilize modern development tools to create front-end applications to address business problems 	<ul style="list-style-type: none"> • Major in Computer Science is preferable
Insurance	MSIG Insurance (Hong Kong) Limited 三井住友海上火災保險（香港）有限公司	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"> • Major in Risk and Insurance Management or Statistics is preferable
Insurance	Sompo Insurance (Hong Kong) Company Limited 日本財產保險（香港）有限公司	Clerk in either Underwriting, Claims or Marketing Dept.	<ul style="list-style-type: none"> • Clerical support, such as data input, simple claims processing, filling and record keeping, etc. 	<ul style="list-style-type: none"> • Good language and communication skills

Insurance	Sun Life Hong Kong Limited 香港永明金融有限公司	Summer Intern	<ul style="list-style-type: none"> • Day-to-day coaching from experienced industry professionals • Valuable experience from meaningful and challenging tasks in the attached function • Develop your abilities and skills from the real business environment • Enhance communication, interpersonal skills and professional image 	<ul style="list-style-type: none"> • University student of any disciplines (e.g. Business Administration, Accounting & Finance, Law, etc.) • Year 2 or Year 3 student is preferred • Good communication and presentation skills • Committed team player, detail-minded with strong organizational skills • Proficient in MS Office such as Word & Excel • Good command of spoken and written English and Chinese
Insurance	Tahoe Life Insurance Company Limited 泰禾人壽保險有限公司	Operation Assistant	<ul style="list-style-type: none"> • To handle daily general administration work • To follow up with the office administration work and coordinate with other departments in maintaining the office in good condition • Provide support on preparing management reports on a regular basis 	<ul style="list-style-type: none"> • Strong knowledge in Microsoft Office such as Access, Excel, Word & PowerPoint • Proficiency in both spoken and written English and Chinese
Insurance	Target Insurance Company Limited 泰加保險有限公司	General Clerk (Claims / Underwriting Department)	<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 command of both English and Chinese • Good PC skills in MS Word, Excel & Chinese word processing
Insurance	The People's Insurance Company of China (Hong Kong), Limited 中國人民保險（香港）有限公司	Assistant Actuary	<ul style="list-style-type: none"> • Assist in designing new insurance products, calculating the premium, conducting risk assessment, providing actuarial support & advice on investment policies and strategic business decisions, etc. 	<ul style="list-style-type: none"> • Major in Actuarial Science, Mathematics, Statistics or other related disciplines; • Relevant experience in insurance or financial industry can be an advantage; • Excellent computer skills, • Be analytical and attentive.

Insurance	The People's Insurance Company of China (Hong Kong), Limited 中國人民保險（香港）有限公司	Claims Clerk	<ul style="list-style-type: none"> • Assist in reviewing, assessing and settling claims, negotiating with brokers, insured, third party lawyers, give a hand in preparing claims reports and arranging case investigation, etc. 	<ul style="list-style-type: none"> • Knowledge of General Insurance with claims handling experience can be an advantage; • Customer-oriented and excellent communication skills • High proficiency in MS Words, Excel, PowerPoint, Outlook
Insurance	The People's Insurance Company of China (Hong Kong), Limited 中國人民保險（香港）有限公司	Staff of Underwriting Department	<ul style="list-style-type: none"> • Assist in carrying out all underwriting duties, such as conducting market analysis and risk assessment on both new and renewal business, cooperating with other department, etc. 	<ul style="list-style-type: none"> • Knowledge and experience on general insurance underwriting can be an advantage • Strategic thinking and detail-oriented • High proficiency in MS Office.
Insurance	Transatlantic Reinsurance Company	Summer Intern	<ul style="list-style-type: none"> • To provide administrative support for Treaty Underwriting, Actuarial and Compliance Departments 	<ul style="list-style-type: none"> • Basic knowledge of insurance • Passed or studying towards the IIQE exam
Insurance	Zurich Services (Hong Kong) Limited	Business Acquisition Intern	<ul style="list-style-type: none"> • Handle individual agent team admin task such as premium refund, reject report, premium chasing of outbound calls • Assist in-bound sales hotline 	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel) • Good communication skills with can-do attitude

Insurance	Zurich Services (Hong Kong) Limited	Claims Intern	<ul style="list-style-type: none"> • Assist team leader to conduct research on the latest FinTech which could make an impact to the claims operation and drive customers' satisfaction • Assist on analyzing customer and claims data and to develop on claims insights which brings value to the company and our customers • Help on task by automating different processes as guided by team leader • Assist on refinement of for reports relating to team operational, financial, quality assurance & initiatives, etc • Learn on basic employees' compensation claims handling and to have a primary awareness of the related ordinance 	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel) • Attentive to details
Insurance	Zurich Services (Hong Kong) Limited	Marketing Intern	<ul style="list-style-type: none"> • Assist Marketing team on brand/product campaign activities on daily basis • Contribute to the development of creative customer communications and marketing literature to ensure quality and proper alignment with brand direction for achieving business objectives • Manage small projects and working in collaboration with both internal and external stakeholders • Provide marketing support on copy-writing, translation, proofreading and event marketing 	<ul style="list-style-type: none"> • Marketing, business, translation or language related discipline • Digital-savvy, MS Office-savvy and Chinese word processing • Basic graphic editing with Photoshop, InDesign would be an advantage

Insurance	Zurich Services (Hong Kong) Limited	Operations Intern – Customer Care	<ul style="list-style-type: none"> • Ensure simple enquiries (hotline, written) received from external customers within the performance and quality standards • Provide quality service to our internal and external customer over the reception • Handle administrative task – prepare FAQ, standard procedure, script • Support ad-hoc projects and special tasks such as UAT, marketing campaign or product launch etc. 	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel) • Good communication and complaint handling skill • Customer focus and customer oriented
Insurance	Zurich Services (Hong Kong) Limited	Operations Intern – Operation Performance	<ul style="list-style-type: none"> • Participate both planning and implementation of initiatives to improve operational efficiency and quality • Prepare KPI reports to monitor and drive operational performance • Assist the oversight of customer experience by producing regular reports, identifying pain points and resolving accordingly 	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel) • Good communication and English writing skills
Insurance	Zurich Services (Hong Kong) Limited	Operations Intern – Policy Administration	<ul style="list-style-type: none"> • Issue policy & subsequent transactions using web-based and built-in applications • Participant UAT of system / workflow enhancement as required • Maintain the service by SLA and quality check 	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel) • Self-motivated, independent and able to work under pressure

Insurance	Zurich Services (Hong Kong) Limited	Operations Intern – Policy Data Management (1)	<ul style="list-style-type: none"> • Participate in reviewing the workflow and procedure and see if there is still room for improvement • Understand the requirement in handling new business application and servicing posts by performing financial needs analysis checking and prepare post, e.g. translation, signature checking • Cheque registration logistics • Assist in preparing the regular reports • Perform quality control checking and ensure the compliance of company policies and guidelines 	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel) • Attentive to details
Insurance	Zurich Services (Hong Kong) Limited	Operations Intern – Policy Data Management (2)	<ul style="list-style-type: none"> • Understand to output logistics by handling daily tasks such as issue corporate action letter/email • Assist the team in handling output to various parties • Prepare monthly report & payment handling • Participate in team project if necessary 	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel) • Attentive to details
Insurance	Zurich Services (Hong Kong) Limited	Operations Intern – Project Management	<ul style="list-style-type: none"> • Assist the documentation of project including project charter, cost benefit analysis, business requirement document and standard operating procedure • Prepare test cases and participate user requirement test • Develop reports to monitor performance after project implementation 	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel) • Target oriented working style and ability to perform under pressure with minimal supervision

Insurance	Zurich Services (Hong Kong) Limited	Underwriting Intern	<ul style="list-style-type: none"> • Working with experienced actuaries to develop mathematical models to price insurance products • Analyzing portfolio data to identify trends and propose improvement actions • Running regular processes to calculate rate change, monitor property risk accumulation etc. 	<ul style="list-style-type: none"> • Strong mathematical / statistical skills, ideally experience with SAS/R programming languages (or similar) • Strong communication skills, able to communicate mathematical results to the wider business
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