

Summer Internship Programme – Insurance Industry (2019 Intake)

保險業「暑期實習計劃」(2019年)

Participating Companies & Vacancies (as at 28 March 2019)

參與機構及職位空缺 (截至2019年3月28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) |
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| 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 | • Prepare monthly and quarterly financial reports • Assist in preparation of presentation material • Assist in the strategic planning process | • Holder of Bachelor degree or students pursuing their studies in Business, Accounting, Insurance or related fields |

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| 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 |

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| 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 安盛金融有限公司 | 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 |

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| Insurance | AXA China Region Insurance Company Limited 安盛金融有限公司 | 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 |

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| 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 | • 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 | • 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 | • 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 | • Major in Human Resources Management or related disciplines |

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| Insurance | <p>BOC Group Life Assurance Company Limited 中銀集團人壽保險有限公司</p> | 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> | 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 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 |

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| Insurance | China BOCOM Insurance Company Limited 中國交銀保險有限公司 | 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 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 | China BOCOM Insurance Company Limited 中國交銀保險有限公司 | Summer Intern – Human Resources Department | <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 |

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| Insurance | China BOCOM Insurance Company Limited 中國交銀保險有限公司 | 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 Taiping Life Insurance (HK) Company Limited 中國太平人壽保險（香港）有限公司 | Summer Intern, Bancassurance | <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 |

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| 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 |

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| 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 | <p>Administrative Support:-</p> <ul style="list-style-type: none"> • Data input, photocopying, scanning • Letters classification, arranging files to warehouse | <ul style="list-style-type: none"> • 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 | <p>Administration Support:-</p> <ul style="list-style-type: none"> • Reporting, routine administrative tasks, filing like vetting | <ul style="list-style-type: none"> • 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 | <p>Administrative Support:-</p> <ul style="list-style-type: none"> • Report preparation • Document follow up | <ul style="list-style-type: none"> • Good command of written English and Chinese • Proficient in Microsoft Office |

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| Professional Brokerage | FP Marine Risks Limited 領航海上保險顧問有限公司 | Compliance Assistant | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Organize employees' personal files • Updating employee's record • Assist general administration and filing works | <ul style="list-style-type: none"> • 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 |

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| 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 |

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| 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. |

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| 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 | Agency Compensation | <ul style="list-style-type: none"> • Assist deemed licensees (all active agents) to apply for formal licences granted by IA; general admin support, such as filing, off-site | / |

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| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | CMO Management | <ul style="list-style-type: none"> • Assist in developing analytics reporting portal • Assist in data analysis and support statistical modelling • Assist in conducting research on the latest development in Big Data/AI and Insurance Analytics • Assist in facilitating the member activities and sharing of the Asia Data Scientist community • Assist in conducting industry research on how to leverage analytics in insurance product development such as feature customization or price optimization. • Assist in conducting research on NLP and voice / text analytics using Deep Learning / Transfer Learning. | <ul style="list-style-type: none"> • Major in Computer Science, Statistics , Actuarial Science or related disciplines; • Independent worker and quick learner with good learning attitude • Individual who is passionate, 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 (Cantonese speaking preferred) • Basic Programming Language (Python, R, Java, Spark, SAS) preferred |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Customer Contact Centre | <ul style="list-style-type: none"> • Handle and resolve customer queries and requests via phone on MPF inquiries and services in a professional manner with tactful customer service skills • Cooperate with other teams and team members to ensure timely resolution of customer requests and problems | <ul style="list-style-type: none"> • Energetic and reliable professionals • Good telephone manner with good interpersonal skills • Good communication skills in English, Mandarin and Chinese |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Distribution Compensation | <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. | |

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| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Distribution Management (1) | <ul style="list-style-type: none"> • Assist in training result analysis and generate reports • Assist in training material production - type PowerPoints/ Words/ Excel • Liaison with printers and vendors where applicable | <ul style="list-style-type: none"> • Major in any discipline though Business, Communication, Journalism and related discipline preferred • 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 |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Distribution Management (2) | <ul style="list-style-type: none"> • Assist the bancassurance team[regional office] to help implement the 2020 planning process in the Bus | <ul style="list-style-type: none"> • Major in Actuarial Science, Mathematics, Statistics or other related disciplines; • 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 |

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| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | EB finance | <ul style="list-style-type: none"> Participate in different actuarial projects in the areas of product development, financial reporting or risk management. <p>Projects may include:-</p> <ul style="list-style-type: none"> Assist in conducting earning analysis, experience studies, MIS and a multitude of new and ongoing studies Analyze financial statements and link financial indicators to business issues Handle special quotation and handle ad hoc enquiries from other departments Maintain business projection models and various PC-based valuation systems Support new product launch with participation in model update and UAT Assists in automation of worktools and processes to improve efficiency | / |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Finance | <ul style="list-style-type: none"> Assist in 2020 Planning process i.e. checking and verifying BU submission in accordance with Regional requirement Assist in preparing various reports for HY reporting, i.e. checking and preparing Asia Quarterly management report for submission to Corporate Prepare analysis for Asia management and support their meeting with Corporate | <ul style="list-style-type: none"> Major in Finance, Mathematics, Statistics or other related disciplines; Attention to detail, can handle large amount of data; work well under pressured timeline with ability to multitask 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 (other language i.e. Chinese is preferred but not must) |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | HK Controllers / MIS Team | <ul style="list-style-type: none"> To assist in Management reporting, budget and annual plan process | <ul style="list-style-type: none"> Proficient in Excel, MS Office Good communication and presentation skills in English and Cantonese |

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| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Legal & Compliance | <ul style="list-style-type: none"> Assisting on misconduct case investigation, compliance review and legal research | / |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Regional Agency | <ul style="list-style-type: none"> Work on and improve the agency MIS Assist in the forecast modelling | <ul style="list-style-type: none"> Major in Actuarial Science, Mathematics, Statistics or other related disciplines; 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 <p>Special Requirement</p> <ul style="list-style-type: none"> Proficient in MS Excel |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Regional Brand | <ul style="list-style-type: none"> Brand Team coordinator for Sponsorship & Brand Activation <p>General Accountability:-</p> <ul style="list-style-type: none"> Looking for an energetic and enthusiastic person who is interested in getting hands on experience in the organisation, logistical planning and execution of international sporting events via the Danang International Marathon and the Angkor Wat International Half Marathon. These events are attended by people from around the globe and Manulife's sponsorship of these races involves branding, event planning and execution, hospitality management, customer activation and fun zone development and on the ground event support. These are a fantastic events giving a broad and varied insight into the world of sponsorship through sports marketing specifically. | <ul style="list-style-type: none"> Fluent in English Proficient in PowerPoint, Excel, MS Office A team player with the ability to work independently A doer with a hands-on approach Flexible and eager to learn about all aspects of a sponsorship execution Experience in events coordination (sports events is a plus) |

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| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Trustee Compliance | <ul style="list-style-type: none"> • Assist in drafting or reviewing compliance / related documents • Perform research • Assist in translation • Assist in document filing | |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | ASC | <ul style="list-style-type: none"> • To provide support on ASC daily operation such as data input, document sorting, payment function and document preparation before scanning. | <ul style="list-style-type: none"> • Business management discipline • Proficient in Excel and MS Office • Good communication & presentation skill in English and Cantonese, attentive to details |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | CCC IFP (Customer Contact Centre IFP) | <ul style="list-style-type: none"> • To assist in customer contact center related operations support, e.g. data analysis, and NPS report preparation | <ul style="list-style-type: none"> • Management Discipline • Good service attitude and proficient in Excel |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Claims | <ul style="list-style-type: none"> • Major duties including enrich panel doctor information including research and update doctor maintenance data base. Assist team members for other projects, data analytics and clerical supports for team members. | <ul style="list-style-type: none"> • Computer Science and Insurance Management • Excel and Power point |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Customer & Agency Service Centre (1) | <ul style="list-style-type: none"> • To communicate with customers / business partners by emails and to act as a support role of the ManulifeMOVE App | <ul style="list-style-type: none"> • Proficient in Excel |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Customer & Agency Service Centre (2) | <ul style="list-style-type: none"> • To assist in handling application document, performing customer due diligence checking, data analysis and report preparation, etc | <ul style="list-style-type: none"> • Strong PC and MS Office skills (Excel) |

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| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Distribution Contact Centre, CRCC | <ul style="list-style-type: none"> • To support the agent hotline by handling simple enquiry such as ManulifeMOVE and New Business calls and emails. • Support MIS preparation and data analysis. | <ul style="list-style-type: none"> • Business management discipline; Proficient in Word, Excel, Access and PowerPoint |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | HKIT (1) | <ul style="list-style-type: none"> • To assist project manager to on project management work | <ul style="list-style-type: none"> • Computer Science/ Management/ Project Management Discipline |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | HKIT (2) | <ul style="list-style-type: none"> • To assist the setup of testing resources roadmap, with scheduling and assignment logistics | <ul style="list-style-type: none"> • Management Discipline • Preference with good English, Cantonese and Putonghua speaking |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | IFP Underwriting | <ul style="list-style-type: none"> • To assist in various application form revamp, guideline maintenance and other admin tasks | <ul style="list-style-type: none"> • Prefer major in Arts, business or Maths; Good in excel and Mandarin is preferred |
| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Innovation & Customer Experience | <ul style="list-style-type: none"> • Work with the Innovation & Customer Experience team to manage the Manulife Hong Kong Net Promoter System (NPS). • Review and analyze customer feedback and company data to draw insights and identify trends with respect to issues impacting employees and customers. • Create charts and help to draft internal reports. • Review and translate customer feedback comments. • Provide support with event management activities. • Assist in any ad-hoc duties, projects and activities as and when required. | <ul style="list-style-type: none"> • A strong customer-focused mindset • Must be fluent in Cantonese and English (read and write) • Currently completing an undergraduate degree (social science discipline would be an advantage) with strong written and verbal communication skills • Curious, analytical and willing to learn • Knowledge and experience in MS Office applications including PowerPoint and Excel is required • Strong attention to detail • Social media and video editing skills is a plus |

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| Insurance | Manulife (International) Limited 宏利人壽保險（國際）有限公司 | Asia Strategy / Audit / Communications & Content Marketing / Digital Asia / Human Resources / Manulife Move / Regional Regulatory Compliance / Group Medical - Claims / IFP MNL | / | / |
| 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 |

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| Insurance | MetLife Limited 大都會人壽保險有限公司 | Summer Intern – 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"> • 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 | MetLife Limited 大都會人壽保險有限公司 | Summer Intern – Agency Operations | <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 | MetLife Limited 大都會人壽保險有限公司 | Summer Intern – Product Development | <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 |

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| 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 |

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| 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 |

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| 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. |

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| 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 |

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| 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 handing 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 |

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| 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 |

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| 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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