



Summer Internship Programme – Insurance Industry (2020 Intake)

保險業「暑期實習計劃」(2020年)

Participating Companies & Vacancies (as at 17 Jan 2020)

參與機構及職位空缺 (截至2020年1月17日)

Stream 分流	Company 機構	Job Title 職位名稱	Job Duties 工作範圍	Job Requirement* (Basic requirement* for the 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	Allied World Assurance Company	Intern – Marketing & Communications Department	<ul style="list-style-type: none"> • Marketing collateral updates, proof reading and checking • Event management support • Social media coordination and updates 	<ul style="list-style-type: none"> • Marketing / Communications / Advertising / Design / Arts / Literature discipline • Excellent written and oral English • Highly organized, strong attention to details • Excellent command of MS Word and PowerPoint

Insurance	Asia Insurance Company Limited	Intern	<p>To provide policy's administrative and general clerical support in business team:</p> <ul style="list-style-type: none"> • Collect, register and consolidate the incoming documents • Assist in preparing correspondences, monthly reports and presentation materials • Involve in processing insurance applications • Maintain filing system • Handle data input, checking and mailing • Perform ad hoc duties as assigned by manager / supervisor 	/
Insurance	Aviva Life Insurance Company Limited	Finance Intern	<ul style="list-style-type: none"> • Provide all rounded administrative and clerical support to Finance Department • Data entry, filing and documentation • Perform ad hoc assignments as assigned 	<ul style="list-style-type: none"> • Interested in developing a career in finance /accounting field • Mature, self-motivated and independent • High proficiency in PC operations such as MS Word and Excel • Fluent in Chinese and English
Insurance	Aviva Life Insurance Company Limited	Actuarial Intern	<ul style="list-style-type: none"> • Assist in various regular internal and external actuarial reporting (local statutory, solvency II and IFRS) • Assist in Asset Liability Management (ALM), experience studies and reinsurance • Assist in actuarial system maintenance • Work on other ad-hoc projects and business initiatives 	<ul style="list-style-type: none"> • Proficiency with prior actuarial internship experience but not a must • Excellent technical, analytical and problem solving skills • Strong Excel and / or programming skills • Prior experience in prophet is an advantage • Independent worker and quick learner • Good communication and interpersonal skills • Fluent in both spoken and written English and Chinese
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Customer Services Assistant	<ul style="list-style-type: none"> • Provide daily administrative support to Customer Services Operations including performance data and reports input, document filing, roster and schedule maintenance • Assist in updating procedure manual & guidelines and operation templates • Assist in ad hoc assignment or other duties as required by the company 	<ul style="list-style-type: none"> • VTC student from any discipline of degree program • Experience in insurance operation function will be an advantage • Good communication skills; hard-working with positive attitude

Insurance	Blue Cross (Asia-Pacific) Insurance Limited	QA Assistant	<ul style="list-style-type: none"> • Study functional system specifications and requirements and prepare test cases • Report UAT testing progress, test results in an efficient and detail manner • Verify defect fixes and report retest results • Ensure the validated deliverables meet functional system specifications and requirements 	<ul style="list-style-type: none"> • Degree holder in Computer Science or other related discipline • Experience in insurance business is an advantage but not mandatory • Have basic knowledge in web application and mobile application • Self-motivated with strong analytical and problem solving skills
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	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	Administrative Assistant (Sales Support / Human Resources)	<ul style="list-style-type: none"> • Provide daily administration clerical support to the department • Maintain proper filing records and documents on file • Data input • Ad-hoc task as required 	<ul style="list-style-type: none"> • Major in Business Administration or related disciplines
Insurance	China BOCOM Insurance Company Limited	Summer Intern – Investment Department	<ul style="list-style-type: none"> • Assist in investment operations and portfolio analysis • Assist in preparation of reports and materials for Investment Committee and other related meetings • 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 • Major in finance, accounting and other related disciplines will be an advantage

Insurance	China BOCOM Insurance Company Limited	Summer Intern – Claims Department	<ul style="list-style-type: none"> • Provide support in the delivery of claims services for different classes of insurance including but not limited to data processing, preparation of claims payment and correspondence to customers, administration of claims files and other related documents, etc. • Gain hands-on experience in claims processing • Get deep insight of what it is like to work in general insurance company • On-the-job training provided by the supervisors • Handle 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
Insurance	China BOCOM Insurance Company Limited	Summer Intern- Finance Department	<ul style="list-style-type: none"> • Handle daily accounting work • Assist in preparing materials for company annual rating review including but not limited to preparation of PowerPoint slides and Excel spreadsheets • Provide administrative and clerical support to the department • On-the-job training 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	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 & 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, PowerPoint, etc.) • Strong sense of responsibility

Insurance	China Ping An Insurance (Hong Kong) Company Limited	Claims officer	<ul style="list-style-type: none"> • To maintain highly effective & efficient daily operation standards in respect of claim document input & output processing • To organize & to upkeep filing system 	<ul style="list-style-type: none"> • To be more self-initiative and innovative in regard to daily operation – work flow processing
Insurance	China Ping An Insurance (Hong Kong) Company Limited	Analyst Programmer	<ul style="list-style-type: none"> • PC Support and server room operation support • Develop / maintain java application 	<ul style="list-style-type: none"> • Certificate or above in computer science or related disciplines • Knowledge in JAVA/J2EE, Windows and Server administration
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Intermediary Department	<ul style="list-style-type: none"> • Assist in administration work of Intermediary Department, including business follow up, data analysis and report presentation • Assist in organizing various sales campaigns 	<ul style="list-style-type: none"> • Year 1 or above Major in any disciplines • Good command in both written and spoken English and Chinese (Cantonese and Putonghua) • Hands on experience with MS Office and Chinese word processing
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Investment Management	<ul style="list-style-type: none"> • Assist in Investment management daily works, including data collection, data analysis, research, reporting and other miscellaneous work 	<ul style="list-style-type: none"> • Year 2 or above • Major in Finance, Economics, Mathematics or Computer Science • Strong communication skills and excellent team player • Strong decision making and analytical skills, act with integrity • Basic knowledge of MS Office or other programme, i.e. Python, VBA

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	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"> • Year 3 or above • Major in Finance, Mathematics, risk management or related discipline • Basic knowledge of fixed income investment and credit • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	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"> • Year 3 or above • Major in Mathematics, Actuarial, Risk Management or related discipline • Basic knowledge of investment, finance or risk management • Basic knowledge of MS Office • Strong analytical skills, communication skills and excellent team player
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Actuarial	<ul style="list-style-type: none"> • Assist in Actuarial business as usual (BAU) work (e.g. Valuation Reporting Modelling, Asset Liability Management, Experience Study, etc.) • Assist in special project 	<ul style="list-style-type: none"> • Year 2 or above • Major in Actuarial or related discipline • Basic knowledge of actuarial science • Basic knowledge of MS Office, especially Excel
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Inter, Bancassurance	<ul style="list-style-type: none"> • Assist in department admin work • Assist in document delivery • Assist in Ad hoc daily routine work 	<ul style="list-style-type: none"> • 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 (Hong Kong) Company Limited	Summer Intern, Finance and Accounting	<ul style="list-style-type: none"> • Assist in Fund Transfer and bank payment • Assist in policy premium collection and payment • Assist in expense claims • Assist in fixed asset management and data analysis 	<ul style="list-style-type: none"> • Major in accounting and management • With experience in Firm or accounting department of other companies is preferred • Capable of intern in next several vacations or part time is preferred
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing	<ul style="list-style-type: none"> • Conduct various levels of data analysis and market studies • Assist in providing financial information to prepare internal management report • Support new product launch and perform system User Acceptance Test (UAT) • Assist in handling special quotation • Assist in ad-hoc projects and other duties as required • Assist in other Product Development Process 	<ul style="list-style-type: none"> • Major in Actuarial Science, Mathematics, Statistics, or other related disciplines • Basic insurance products knowledge and in progress of acquiring actuarial professional qualification would be advantages • Strong analytical skill and good communication skill • Self-motivated, detail-minded and result-oriented • Proficient in both spoken and written English and Chinese (i.e. Cantonese and Mandarin)
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Human Resources	<ul style="list-style-type: none"> • Assist in Human Resources research, including data collection, data analysis and report presentation • Assist in Human Resources policy review 	<ul style="list-style-type: none"> • Year 2 or above • Major in HRM or related discipline • Basic knowledge of data collection and analysis • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Agent Management)	<ul style="list-style-type: none"> • Assist in daily admin work of the agency management, including data collection, data analysis and report presentation • Cope to build good and friendly working environment 	<ul style="list-style-type: none"> • Year 2 or above • Major in HRM or related discipline • Basic knowledge of data collection and analysis • Basic knowledge of MS Office

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Training Management)	<ul style="list-style-type: none"> • Assist in developing effective training programme (i.e. professional knowledge about finance and insurance industry, communication skill) • Develop training materials of classroom and other courses, review trainees' progress regularly • Manage the training venue, facilities and relevant coordination duties 	<ul style="list-style-type: none"> • Year 2 or above • Major in Economics & Finance, Insurance, Marketing or related discipline • Passionate in insurance industry with strong analytical skill and good communication skill • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution (Project Management)	<ul style="list-style-type: none"> • Assist in different projects of the department • Assist the implementation of projects (i.e. partnership with medical companies & suppliers) 	<ul style="list-style-type: none"> • Year 2 or above • Major in Economics & Finance, Insurance, Marketing or related discipline • Passionate in insurance industry with strong analytical skill and good communication skill • Basic knowledge of MS Office
Intermediary	Core Pacific - Yamaichi Int'l (H.K.) Ltd.	Intern	<ul style="list-style-type: none"> • Work with business support and product team • Perform data mining and data upload • Participate in marketing events / programmes 	<ul style="list-style-type: none"> • Business related or Fin-tech disciplines • Good analytical, communication and interpersonal skills • Proficient in spoken and written English and Chinese, fluent Mandarin is an advantage • Strong self-motivation and eager to learn
Insurance	Dah Sing Insurance Company (1976) Limited	Claims Assistant	<ul style="list-style-type: none"> • Administrative support • 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	Underwriting Assistant	<ul style="list-style-type: none"> • Administrative support • Report preparation • Document follow up 	<ul style="list-style-type: none"> • Proficient in Microsoft Office • Good command of written English and Chinese
Intermediary	Delta Asia Wealth Management Limited	Trainee	<ul style="list-style-type: none"> • Handle after-sales services on insurance products; Responsible in handling account opening procedures • Work closely with team members and other teams to ensure timely resolution of customer enquiries and requests • Provide general administration support to the team. e.g. preparation of document and reports 	<ul style="list-style-type: none"> • Business administration, economics, finance or related discipline preferred • Excellent communication skills • Good knowledge of PC applications such as Microsoft Word, Excel
Intermediary	Fortune Financial Services Company Limited	Insurance Clerk	<ul style="list-style-type: none"> • Provide administrative support • Data entry, filing 	<ul style="list-style-type: none"> • Basic knowledge of Microsoft Word, Excel and PowerPoint • English and Chinese input skills
Intermediary	Fortune Financial Services Company Limited	Customer Service Representative	<ul style="list-style-type: none"> • Handle enquiry • Provide excellent customer service 	<ul style="list-style-type: none"> • Independent • Good communication skills • Good command of spoken English, Cantonese and Putonghua
Intermediary	Fortune Financial Services Company Limited	Insurance Trainee	<ul style="list-style-type: none"> • Handle customer inquiries and feedback • Establish good relationships with clients 	<ul style="list-style-type: none"> • Good communication skills • Positive attitude • Able to work effectively

Insurance	FWD Life Insurance Company (Bermuda) Limited	Summer Intern, Life Operation	<p>Successful candidates will be assigned to one of the following department:</p> <ul style="list-style-type: none"> • New business, Policy administration, Operation Excellence, Customer Engagement • Participate in various projects and perform UAT tasks • Assist in the daily operation of the department • Contribute to the review and development of FWD Apps • Provide ad-hoc support when required 	<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Well-organized, self-motivated and detail-minded • Basic knowledge of the insurance industry • Good knowledge of PC and proficient in MS Office tools
Insurance	FWD Life Insurance Company (Bermuda) Limited	Summer Intern, Employee Benefits	<ul style="list-style-type: none"> • Assist in different areas of Employee Benefits 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
Intermediary	Global Finance Wealth Management Limited	Management Trainee	<ul style="list-style-type: none"> • Provide personalized information to customer during enquiry handling in order to generate, nurture and qualify lead • Provide an excellent comprehensive service to High Net Worth individuals and families • Develop and implement differentiated PR strategies that help promote brand image and achieve business goals 	<ul style="list-style-type: none"> • Desire to work in the financial industry • Good analytical and problem-solving skills and attentive to details • Team player with good communication skills and leadership potential • Proactive, self-motivated and willing to learn
Intermediary	Global Finance Wealth Management Limited	Administration Officer	<ul style="list-style-type: none"> • Review and formulate operation related policies and guidelines • Manage full spectrum of office administration functions • Manage the internal system and platform 	<ul style="list-style-type: none"> • Solid project planning and management skills • Mature, stable and hardworking • A flexible mindset and the ability to work under pressure • A good team player with strong interpersonal and communication

Insurance	Hannover Ruck SE	Actuarial Data Analyst	<ul style="list-style-type: none"> • Assist on SQL databases maintenance and development regarding actuarial reporting related tasks for reinsurance business. 	<ul style="list-style-type: none"> • Actuarial science or other relevant streams, with prior experience in Excel, VBA and T-SQL language preferred
Insurance	Hannover Ruck SE	Underwriting Support Administrator	<ul style="list-style-type: none"> • Day-to-day underwriting and claims support • Data capturing and verifying • Preparation of reports and administrative support 	<ul style="list-style-type: none"> • Familiar with PC operation such as MS Outlook, Word, Excel and PowerPoint • Good command of English and Chinese
Insurance	Hannover Ruck SE	Actuarial Intern – Data Management and Financial Reporting	<ul style="list-style-type: none"> • Be a member of valuation team and report to an Actuary • Assist in maintaining and enhancing the core databases of the company for Actuarial Valuation / Financial reporting purposes • Data management for insurance bordereaux information with the use of VBA / SQL queries 	<ul style="list-style-type: none"> • Majoring in Statistics, Actuarial Science, Risk Management, Finance or related discipline with basic knowledge in programming • Good analytical and interpersonal skills
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Management Trainee (1)	<ul style="list-style-type: none"> • Data analysis • Programming • Web Maintenance 	<ul style="list-style-type: none"> • Proficiency in Python/ Java-script /VBA • Responsibility, able to work independently
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Management Trainee (2)	<ul style="list-style-type: none"> • Articles writing • General administration 	<ul style="list-style-type: none"> • Good command of written English and Chinese • Proficiency in Photoshop or Illustrator • Responsibility, able to work independently

Insurance	HSBC Insurance (Asia) Limited	Data Science Intern	<ul style="list-style-type: none"> • Assist in big data projects – data management and analytics • Work directly with data manager to support ad-hoc analytics requests • Generate business insight from data to support decision making 	<ul style="list-style-type: none"> • Proficient in Microsoft Excel • Fluent in English, Cantonese and Mandarin • Self-motivated, innovative, hard-working and work under pressure
Insurance	HSBC Insurance (Asia) Limited	Project Officer	<p>The jobholder will both directly involved in the production of the following deliverables and produce the following deliverables in relation to the project assigned:</p> <ul style="list-style-type: none"> • The timely and comprehensive production of Business / User Requirements • The timely and comprehensive review and acceptance of Functional Specification documents, which constitute binding contracts of service deliverables from Software Delivery, Insurance Asia Pacific • The timely and comprehensive testing of new system functionality and the successful launch of such into live production • The timely delivery of system training to Operations team for new system functionality before system launch • Provide performance management support to insurance operation 	/

Insurance	HSBC Insurance (Asia) Limited	Insurance Product Maintenance Summer Internship	<ul style="list-style-type: none"> • Assist line manager for in-force insurance product maintenance including meeting material preparation for various committees, report preparation for regulatory submission, draft of customer communication materials and oversight of monthly accrual and monitor budget for product cost centre • Support line manager to well manage the development of insurance Document Centre solution and ensure it aligns with internal guideline requirements • Support any ad hoc duties required 	<ul style="list-style-type: none"> • Eligible applicant studying in Business Administration / Finance / Communication or related disciplines • Positive attitude and a good team player • Strong communication, inter-personal and problem-solving skills • Proficiency in both written and spoken English and Cantonese • Good knowledge of application software (MS Word, Excel, PowerPoint) & Chinese Word Processing
Insurance	HSBC Insurance (Asia) Limited	Engagement Intern	<ul style="list-style-type: none"> • Assist in organizing and implementing staff and corporate engagement events, as well as communication programmes 	<ul style="list-style-type: none"> • Some event management experience with good communication / writing skills • Enjoy meeting people from all walks of life
Intermediary	KSY Speciality Limited	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"> • 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
Intermediary	Marsh (Hong Kong) Limited	Intern	<ul style="list-style-type: none"> • Data analysis • Assist in marketing • Handling documentation • Other ad-hoc duties with the assigned practice 	<ul style="list-style-type: none"> • Major in business or finance • Relevant exposure to risk management, insurance, logistics or marketing would be advantageous • Strong communication skills & learning ability • Fluency in English & Cantonese / Mandarin

Intermediary	MI Insurance Brokers Limited	Summer Intern	<ul style="list-style-type: none"> • Participate in an on-line insurance portal localization and implementation project • Assist in the document management system initiative 	<ul style="list-style-type: none"> • Self-discipline, proactive with a CAN-DO attitude • Good command of written and spoken English
Intermediary	Money Concepts (Asia) Holdings Limited	Administrative Internship	<ul style="list-style-type: none"> • Customer service, policy administration & follow up • Prepare forms and illustrations for client meetings clerical support as required • Other ad hoc tasks 	<ul style="list-style-type: none"> • Good PC skills • Independent, responsible, willing to learn, Self-initiated • Good team player with positive and strong attitude
Intermediary	Money Concepts (Asia) Holdings Limited	Marketing Internship	<ul style="list-style-type: none"> • Handle customer enquiries, support sales & marketing & client related activities • Prepare marketing materials and proposals organize promotions • Handle projects • Other ad hoc tasks 	<ul style="list-style-type: none"> • Good PC skills • Independent, responsible, willing to learn, Self-initiated • Good team player with positive and strong attitude
Intermediary	Money Concepts (Asia) Holdings Limited	Financial Planning Internship	<ul style="list-style-type: none"> • Prepare sales related materials, proposals, product comparisons & research, promotion, analysis 	<ul style="list-style-type: none"> • Good PC skills • Independent, responsible, willing to learn, Self-initiated • Good team player with positive and strong attitude
Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Claims	<ul style="list-style-type: none"> • Assess claims settlement for Personal / Commercial Lines claims • Determine policy liability pursuant to claims information, policy terms and condition • Ensure adequate reserves are set and that they are monitored and updated in a timely manner 	<ul style="list-style-type: none"> • Full-time bachelor undergraduate with at least one academic year remaining • Major in Insurance or Risk Management

Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Agency & Direct Business	<ul style="list-style-type: none"> • Assist operation manager to implement and execute operation efficiency tasks • Provide full spectrum of administration and clerical duties for the Department • Support Operation Manager to monitor the daily follow up task and compiling of monthly report 	<ul style="list-style-type: none"> • Full-time bachelor undergraduate with at least one academic year remaining • Major in Business, or Insurance, or any disciplines
Insurance	MSIG Insurance (Hong Kong) Limited	Executive Assistant, Broker	<ul style="list-style-type: none"> • Handle clerical duties • Prepare claims experience / Genlink Quotation Registration • Ad-hoc projects / works to be assigned by supervisors or their delegates 	<ul style="list-style-type: none"> • Full-time bachelor undergraduate with at least one academic year remaining • Major in Business or any discipline
Intermediary	Queensway Asset Management Limited	Administrative Assistant	<ul style="list-style-type: none"> • Clerical Work (including dealing with Insurers, Technical Representatives and Clients) 	<ul style="list-style-type: none"> • Fluent Cantonese and English, Mandarin is an advantage • Good computer skills, including using MS Office and Browsers
Intermediary	RKH Specialty (HK) Limited	Compliance Assistant	<ul style="list-style-type: none"> • On hand learning of compliance screening, KYC checks • Possible breach detection, best onboarding practices • Template screening, regulatory matters 	<ul style="list-style-type: none"> • Demonstrate attention to details • Have a good command of English
Intermediary	RKH Specialty (HK) Limited	IT Support, Intern	<ul style="list-style-type: none"> • Service Desk support • Full Scan on asset inventory • MISE IT related tasks 	<ul style="list-style-type: none"> • IT related subject in major • Good command of English

Intermediary	RKH Specialty (HK) Limited	Account Executive	<ul style="list-style-type: none"> • Assist in the creation of comprehensive client broking including premium calculation and booking, cover note preparation and other types of documents 	<ul style="list-style-type: none"> • Detail-oriented • Strong sensitivity of numbers
Intermediary	Seascope Insurance Services (Hong Kong) Limited	Executive Trainee	<ul style="list-style-type: none"> • Provide general support to the team in quotations, policies & endorsements issuing, maintain proper e-filing • Quality check on declaration using excel, update internal system and issue relevant invoice/closings • Handle ad-hoc tasks as assigned by team member 	<ul style="list-style-type: none"> • Good computer skills on MS applications such as Word, Excel and PowerPoint etc • Good command of both written and spoken English and Chinese, Attentive to details
Insurance	Sompo Insurance (Hong Kong) Company Limited	Clerk in underwriting or Claims Department	<ul style="list-style-type: none"> • Clerical support such as data input, documentation, record keeping, simple claims processing, etc. 	/
Insurance	Target Insurance Company Limited	General Clerk	<ul style="list-style-type: none"> • Provide clerical and administrative support in different department (Underwriting Dept / Claims Dept / Customer Service Dept) • Support ad hoc tasks as assigned 	<ul style="list-style-type: none"> • Positive attitude, cheerful manner and willing to learn • Good communication skills in English, Cantonese and Mandarin
Insurance	The People's Insurance Company of China (Hong Kong) Limited	Claims Executive Assistant	<ul style="list-style-type: none"> • To take part in the whole procedure of claims handling of general Insurance Products 	<ul style="list-style-type: none"> • General Insurance education background • Customer-oriented and excellent communication skills
Insurance	The People's Insurance Company of China (Hong Kong) Limited	Underwriting Assistant	<ul style="list-style-type: none"> • To assist reinsurance department to treaty and Fac data-entry and filing; • Assist to prepare reinsurance placing slip and closing slip 	<ul style="list-style-type: none"> • Proficiency with Microsoft software (word, excel) • Being able to learn new systems and applications • Good command of written and spoken English and Chinese including Mandarin

Insurance	The People's Insurance Company of China (Hong Kong) Limited	Marketing Assistant	<ul style="list-style-type: none"> • Administrative work, issued cover note, renewal notice and filing • Assist to prepare quotation and mail or email to the clients 	<ul style="list-style-type: none"> • Good customer service and interpersonal skills • Team work spirit • Good command of written and spoken English and Chinese, including Mandarin
Insurance	Transatlantic Reinsurance Company	Summer Intern	<ul style="list-style-type: none"> • To provide administrative support for Treaty Underwriting, Actuarial, Accounts, and Compliance Department 	<ul style="list-style-type: none"> • Basic knowledge of insurance • Passed or studying towards the IIQE exam
Intermediary	Wellcovered Insurance Broker Ltd	Clerical Intern	<ul style="list-style-type: none"> • Clerical back up, data entry, system enhancement 	<ul style="list-style-type: none"> • Computer knowledge, MS Office • Fluent English and Chinese reading
Intermediary	Wellcovered Insurance Broker Ltd	Sales support	<ul style="list-style-type: none"> • Sales support backup, making power and data entry • Clerical duty 	<ul style="list-style-type: none"> • Computer knowledge, MS Office • Knowing Acrobat and power point
Insurance	Zurich Insurance (Hong Kong) Limited	Claims Intern – Business Analysis	<ul style="list-style-type: none"> • Review and improve simplification and automation of claims process, e.g. expansion of robotic automation capability and analysis of claimants' behavior • RAssist in claims handling, e.g. fraud prevention and investigation, and assessment of policy coverage for reported incidents 	<ul style="list-style-type: none"> • Native in Cantonese with strong Chinese and English language skills • Experience in programming (e.g. VBA) and analytics

Insurance	Zurich Insurance (Hong Kong) Limited	Claims Intern – Travel	<ul style="list-style-type: none"> • Handle incoming travel claims timely by reviewing claims forms and supporting documents • Answer email and phone calls for claims related enquiries • Assist in projects related to claims process review, simplification and automation 	<ul style="list-style-type: none"> • Native in Cantonese with strong Chinese and English language skills • Experience in programming (e.g. VBA) and analytics is a plus
Insurance	Zurich Insurance (Hong Kong) Limited	Claims Intern – Personal Accident and Medical	<ul style="list-style-type: none"> • Handle claims reported under Personal Accidents and Medical policy by reviewing claim forms and supporting documents • Assist in claims handling, e.g. fraud prevention and investigation, and assessment of policy coverage for reported incidents • Register claims into the system and arrange claims settlement 	<ul style="list-style-type: none"> • Native in Cantonese with strong Chinese and English language skills • Proficient computer skills, including Microsoft PowerPoint and Excel
Insurance	Zurich Insurance (Hong Kong) Limited	Claims Intern – Customer Management	<ul style="list-style-type: none"> • Assist in driving customer claims delivery for claims of all segments, Maintaining the developed strategy plan and executing the claims proposition • Assist in developing and reinforcing a customer-centric culture across the claims Operations, e.g. matching and build of appropriate customer solutions • Coordinate and communicate with various stakeholders for claims data collection for further analysis and insights 	<ul style="list-style-type: none"> • Native in Cantonese with strong Chinese and English language skills • Proficient computer skills, including Microsoft PowerPoint and Excel • Business, Communication, Data Analytics or Operation related discipline is preferred

Insurance	Zurich Insurance (Hong Kong) Limited	Claims Intern – Property and Specialty	<ul style="list-style-type: none"> • Assist in preparing claims data analysis on claims trend and financial performance to customer to improve customer's claims journey • Assist in monitoring the performance of service supplier • Handle simple property and liability claims timely 	<ul style="list-style-type: none"> • Proficient computer skills, including Microsoft PowerPoint and Excel • Good written and verbal communication skills
Insurance	Zurich Insurance (Hong Kong) Limited	Claims Intern – Claims Support	<ul style="list-style-type: none"> • Provide assistance to the team, e.g. support on data issues and data related projects • Participate in transformation projects in claims handling • Provide administrative support on claims recovery process and claims fraud prevention 	<ul style="list-style-type: none"> • Proficiency in spoken and written English • Knowledge on SDLC, SQL and data analytics (including but not limited to use of Microsoft Excel)
Insurance	Zurich Insurance (Hong Kong) Limited	Intern – Life Proposition	<ul style="list-style-type: none"> • Assist in preparing and conducting health check of product materials for upcoming new product launch • Assist in new product system testing • Assist in preparing the logistics for product promotion and launch of event 	<ul style="list-style-type: none"> • Proficient computer skills, including Microsoft Word, PowerPoint and Excel • Good written and verbal communication skills
Insurance	Zurich Insurance (Hong Kong) Limited	Intern – Life Strategy	<ul style="list-style-type: none"> • Assist in preparing information and research materials • Assist in market research and gather insight or data on company position in the insurance industry • Manage databases and input information, data, and records as needed 	<ul style="list-style-type: none"> • Native in Cantonese with strong Chinese and English language skills • Proficient computer skills, including Microsoft Word, PowerPoint and Excel

Insurance	Zurich Insurance (Hong Kong) Limited	Intern – Marketing	<ul style="list-style-type: none"> • Contribute to the development of creative customer communications and marketing literature to ensure quality and proper alignment with brand direction for achieving business objectives • Provide copy-writing, translation, and proofreading support • Involve in new product launch and sales material 	<ul style="list-style-type: none"> • Native in Cantonese with strong Chinese and English language skills • MS Office savvy and Chinese word processing • Good communication skills and project management skills • Basic graphic editing with Photoshop, InDesign would be an advantage
Insurance	Zurich Insurance (Hong Kong) Limited	Intern – Pricing Actuarial	<ul style="list-style-type: none"> • Work with experienced actuaries to develop mathematical models to price insurance products • Analyze portfolio data to identify trends and propose improvement actions • Run 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 result to the wider business
Insurance	Zurich Insurance (Hong Kong) Limited	Intern- Project Assistant	<ul style="list-style-type: none"> • Assist to perform User Acceptance Tests of assigned system projects, follow through reported defects and prepare UAT signoff documentations • Prepare system manuals and perform user training • Other project administrative tasks assigned 	<ul style="list-style-type: none"> • Systematic thinking • Detail-minded and able to handle multiple tasks simultaneously in a fast pace working environment • Proficient computer skills, including Microsoft Word, PowerPoint and Excel • Good presentation skills

Insurance	Zurich Insurance (Hong Kong) Limited	Intern – Data Science	<ul style="list-style-type: none"> • Work with data scientists and actuaries to develop applications of data science, such as visualization, OCR, and natural language processing • Analyze business data to identify opportunities for automation or other data science applications • Assist in building and designing a data warehouse to drive business insight, portfolio analytics, and actuarial modelling • Strong data science skills, ideally experience with R and SQL programming languages or similar 	<ul style="list-style-type: none"> • Strong data science skills, ideally experience with R and SQL programming languages or similar • Mathematics / Computer Science / Actuarial Science related backgrounds with strong IT skills are also considered • Strong communication skills, able to communicate complex business issues and solutions to the wider business
Insurance	Zurich Insurance (Hong Kong) Limited	Intern – Product and proposition	<ul style="list-style-type: none"> • Assist in managing the full product development lifecycle and building sound business case of all new General Insurance products • Conduct research and analysis on market trends and competitors' product strategies • Collaborate with internal and external parties to co-create new product and service concepts which align with our strategy 	<ul style="list-style-type: none"> • Majoring in Business Administration, Insurance, Marketing, Finance or related disciplines • Strong business acumen, innovative thinking and strong team players comfortable with sharing new ideas • Good research and analytical skills
Insurance	Zurich Insurance (Hong Kong) Limited	Intern – Human Resources	<ul style="list-style-type: none"> • Assist in workflow simplification • Participate in different HR functions to support daily operations • Proficient computer skills, including Microsoft Word, PowerPoint and Excel 	<ul style="list-style-type: none"> • Native in Cantonese with strong English language skills

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