

Summer Internship Programme – Insurance Industry (2020 Intake)

保險業「暑期實習計劃」(2020年)

Participating Companies & Vacancies (as at 29 April 2020)

參與機構及職位空缺 (截至2020年4月29日)

Stream 分流	Company 機構	Job Title 職位名稱	Job Duties 工作範圍	<p align="center">Job Requirement* (Basic requirement* for the SIP:</p> <ul style="list-style-type: none"> - 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. <p align="center">職位要求</p> <p align="center">(暑期實習計劃基本要求*:</p> <ul style="list-style-type: none"> - 非應屆畢業生; 及 - 修讀本地教育機構提供的全日制經評審學士學位課程; 或 - 應屆副學位畢業生並已獲經評審的本地全日制學士學位課程有條件取錄)
Insurance	Asia Insurance Company Limited	Intern	To provide policy's administrative and general clerical support in business team: ·Collect, register and consolidate the incoming documents ·Assist in preparing correspondences, monthly reports and presentation materials ·Involve in processing insurance applications ·Maintain filing system ·Handle data input, checking and mailing ·Perform ad hoc duties as assigned by manager / supervisor	/
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Customer Services Assistant	·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	·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 Pacific Insurance Co., (H.K.) Ltd	IT Operations Maintenance Assistant	<ul style="list-style-type: none"> ·Provide support on daily system support, system maintenance and testing 	<ul style="list-style-type: none"> ·Professional knowledge of IT ·Proficiency with Microsoft Software, Database and Programming ·Good command of spoken Putonghua and Cantonese

Insurance	China Pacific Insurance Co., (H.K.) Ltd	Life Insurance Finance Assistant	<ul style="list-style-type: none"> ·Assist in daily finance work ·Test the new functions of the firm's financial system 	<ul style="list-style-type: none"> ·Professional knowledge in finance ·Proficiency with Microsoft Software ·Good command of spoken Putonghua and Cantonese
Insurance	China Pacific Insurance Co., (H.K.) Ltd	Life Insurance Product Development	<ul style="list-style-type: none"> ·Collect and organize the promotion materials ·Writing and editing life insurance product descriptions ·Preparation of promotion leaflets 	<ul style="list-style-type: none"> ·Good at writing and graphic design ·Proficiency with Microsoft Software ·Good command of spoken Putonghua and Cantonese
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
Intermediary	Cyber Insurance Brokers Limited	Business Management Trainee	<ul style="list-style-type: none"> • Business Management: assist team in preparing insurance quotes, support team in client requests • Insurance Operations: support team in streamlining operations and processes for more efficiency/growth • Marketing: digital marketing & social media, prepare pitches and presentations in English/Chinese • Insurance-related projects / Other ad-hoc tasks 	<ul style="list-style-type: none"> • Fluent in Cantonese and English (written/spoken) • Energetic and proactive personality • Reliable and detail-oriented • 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
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
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Management Trainee (3)	<ul style="list-style-type: none"> Develop IT Platform 	<ul style="list-style-type: none"> Patient, hardworking, independent Willing to learn Advance in JavaScript/PhP5/Python/VBA

Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Research Assistant	<ul style="list-style-type: none"> Organizing Data for analytical purpose and data Summary 	<ul style="list-style-type: none"> Patient, hardworking, independent Good at writing, both in Chinese and English VBA or Python Preferred
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Graphic Designer	<ul style="list-style-type: none"> Website design and movie shooting for introduction 	<ul style="list-style-type: none"> Patient, hardworking, independent Good at photography and related graphical software
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	LSC Insurance Consultants Ltd	Account Executive Assistant	<ul style="list-style-type: none"> Implement and execute digital initiatives in streamlining operations and marketing Support manager in data research, analytics and short projects Assist account executive on handling documentations and administration duties 	<ul style="list-style-type: none"> Humble, willing-to-learn-attitude and passion to drive excellency communicator Detail minded on numbers Do not require extensive knowledge on insurance
Insurance	Liberty International Insurance Limited	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 Participate 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

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
Insurance	Manulife (International) Limited	Distribution Management - Training	<ul style="list-style-type: none"> ·To assist in project status tracking for Manulife Academy ·Co-ordination of regional training programs ·Market research ·Preparing presentations and documentation for training programs ·Support the Regional training team on administrative matters 	<ul style="list-style-type: none"> ·Majoring in Business Administration, Insurance, Marketing, Finance or related disciplines ·Excellent command of MS Word and PowerPoint ·Good command of spoken and written English"
Insurance	Manulife (International) Limited	Wealth and Asset Management - Technology (1)	<ul style="list-style-type: none"> ·To assist in project tasks execution, namely enterprise data security classification and ownership identification ·Migration of external data file exchanges services ·Administrative e-filing of process tracking artefacts 	<ul style="list-style-type: none"> ·Excellent command in written and spoken English ·Ability to track multiple tasks effectively ·Able to find his or her way around problem and challengers ·Effective communicator and able to socialize with our counterparty to work towards our team's agenda ·Night calls with North America HQ may be required
Insurance	Manulife (International) Limited	Wealth and Asset Management - Technology (2)	<ul style="list-style-type: none"> ·To assist in business analysis and technical documentation, namely keep updates of project and task trackers ·Analyse current business process gaps and suggest improvements ·Documentation of meeting minutes and business reporting dashboards 	<ul style="list-style-type: none"> ·Excellent command in written and spoken English ·Ability to track multiple tasks effectively ·Able to find his or her way around problem and challengers ·Effective communicator and able to socialize with our counterparty to work towards our team's agenda
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
Intermediary	Money Concepts (Asia) Holdings Limited	Accounting Internship	<ul style="list-style-type: none"> ·Handle daily accounting function ·Data Entry ·Perform and review daily accounting entries ·Perform ad hoc report as per management request 	<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	·Clerical Work (including dealing with Insurers, Technical Representatives and Clients)	·Fluent Cantonese and English, Mandarin is an advantage ·Good computer skills, including using MS Office and Browsers
Intermediary	RKH Specialty (HK) Limited	Compliance Assistant	·On hand learning of compliance screening, KYC checks ·Possible breach detection, best on boarding practices ·Template screening, regulatory matters	·Demonstrate attention to details ·Have a good command of English
Intermediary	RKH Specialty (HK) Limited	IT Support, Intern	·Service Desk support ·Full Scan on asset inventory ·MISE IT related tasks	·IT related subject in major ·Good command of English
Intermediary	RKH Specialty (HK) Limited	Account Executive	·Assist in the creation of comprehensive client broking including premium calculation and booking, cover note preparation and other types of documents	·Detail-oriented ·Strong sensitively of numbers
Intermediary	Sara. T. L. Company	Summer intern, Investment Management (Investment Analyst)	·Assist in preparing routine investment relevant report and results ·Data collection, cleansing and Corresponding analysis ·Other relevant as requested	--Year 3 ·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 ·Fluent Cantonese
Insurance	Sompo Insurance (Hong Kong) Company Limited	Clerk in underwriting or Claims Department	·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	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	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 • Assist 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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