

## Summer Internship Programme – Insurance Industry (2020 Intake)

### 保險業「暑期實習計劃」(2020年)

#### Participating Companies & Vacancies (as at 3 June 2020)

#### 參與機構及職位空缺 (截至2020年6月3日)

| Stream<br>分流 | Company<br>機構                           | Job Title<br>職位名稱                     | Job Duties<br>工作範圍   | Job Requirement*<br>(Basic requirement* for the SIP:<br>- non-final year undergraduate student; and- enrolled in a full-time accredited programme provided by a local education institution; or<br>- a sub-degree final year student who received a conditional offer from a full-time locally-accredited degree programme.<br>職位要求<br>(暑期實習計劃基本要求*:<br>- 非應屆畢業生; 及<br>- 修讀本地教育機構提供的全日制經評審學士學位課程; 或<br>- 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    | China BOCOM Insurance Company Limited   | Summer Intern – Investment Department | <ul style="list-style-type: none"> <li>·Assist in investment operations and portfolio analysis</li> <li>·Assist in preparation of reports and materials for Investment Committee and other related meetings</li> <li>·On-the-job training provided by the supervisors</li> <li>·Handle ad-hoc projects upon requested</li> </ul> | <ul style="list-style-type: none"> <li>·Good command of spoken and written English and Chinese</li> <li>·Proficiency in MS Office (Word, Excel, PowerPoint, etc.)</li> <li>·Strong sense of responsibility</li> <li>·Major in finance, accounting and other related disciplines will be an advantage</li> </ul>   |
| Insurance    | China Pacific Insurance Co., (H.K.) Ltd | IT Operations Maintenance Assistant   | <ul style="list-style-type: none"> <li>·Provide support on daily system support, system maintenance and testing</li> </ul>   | <ul style="list-style-type: none"> <li>·Professional knowledge of IT</li> <li>·Proficiency with Microsoft Software, Database and Programming</li> <li>·Good command of spoken Putonghua and Cantonese</li> </ul>  |
| Insurance    | China Pacific Insurance Co., (H.K.) Ltd | Life Insurance Finance Assistant      | <ul style="list-style-type: none"> <li>·Assist in daily finance work</li> <li>·Test the new functions of the firm's financial system</li> </ul>  | <ul style="list-style-type: none"> <li>·Professional knowledge in finance</li> <li>·Proficiency with Microsoft Software</li> <li>·Good command of spoken Putonghua and Cantonese</li> </ul>   |

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|-----------|--|---|---|--|
| Insurance | China Pacific Insurance Co., (H.K.) Ltd                  | Life Insurance Product Development                        | <ul style="list-style-type: none"> <li>·Collect and organize the promotion materials</li> <li>·Writing and editing life insurance product descriptions</li> <li>·Preparation of promotion leaflets</li> </ul>                           | <ul style="list-style-type: none"> <li>·Good at writing and graphic design</li> <li>·Proficiency with Microsoft Software</li> <li>·Good command of spoken Putonghua and Cantonese</li> </ul>   |
| Insurance | China Taiping Life Insurance (Hong Kong) Company Limited | Summer Intern, Intermediary Department                    | <ul style="list-style-type: none"> <li>·Assist in administration work of Intermediary Department, including business follow up, data analysis and report presentation</li> <li>·Assist in organizing various sales campaigns</li> </ul> | <ul style="list-style-type: none"> <li>·Year 1 or above</li> <li>Major in any disciplines</li> <li>·Good command in both written and spoken English and Chinese (Cantonese and Putonghua)</li> <li>·Hands on experience with MS Office and Chinese word processing</li> </ul>  |
| Insurance | China Taiping Life Insurance (Hong Kong) Company Limited | Summer Intern, Investment Management                      | <ul style="list-style-type: none"> <li>·Assist in Investment management daily works, including data collection, data analysis, research, reporting and other miscellaneous work</li> </ul>  | <ul style="list-style-type: none"> <li>·Year 2 or above</li> <li>·Major in Finance, Economics, Mathematics or Computer Science</li> <li>·Strong communication skills and excellent team player</li> <li>·Strong decision making and analytical skills, act with integrity</li> <li>·Basic knowledge of MS Office or other programme, i.e. Python, VBA</li> </ul> |
| Insurance | China Taiping Life Insurance (Hong Kong) Company Limited | Summer Intern, Investment Management (Credit Analyst)     | <ul style="list-style-type: none"> <li>·Credit risk reporting and market information updates</li> <li>·Data collection, cleansing and corresponding analysis</li> </ul>   | <ul style="list-style-type: none"> <li>·Year 3 or above</li> <li>·Major in Finance, Mathematics, risk management or related discipline</li> <li>·Basic knowledge of fixed income investment and credit</li> <li>·Basic knowledge of MS Office</li> </ul>   |
| Insurance | China Taiping Life Insurance (Hong Kong) Company Limited | Summer Intern, Investment Management (Investment Analyst) | <ul style="list-style-type: none"> <li>·Assist in preparing routine investment relevant report and results</li> <li>·Data collection, cleansing and corresponding analysis</li> <li>·Other relevant as requested</li> </ul>             | <ul style="list-style-type: none"> <li>·Year 3 or above</li> <li>·Major in Mathematics, Actuarial, Risk Management or related discipline</li> <li>·Basic knowledge of investment, finance or risk management</li> <li>·Basic knowledge of MS Office</li> <li>·Strong analytical skills, communication skills and excellent team player</li> </ul>                |

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|-----------|--|--|--|--|
| Insurance | China Taiping Life Insurance (Hong Kong) Company Limited | Summer Intern, Actuarial                                     | <ul style="list-style-type: none"> <li>·Assist in Actuarial business as usual (BAU) work (e.g. Valuation Reporting Modelling, Asset Liability Management, Experience Study, etc.)</li> <li>·Assist in special project</li> </ul>   | <ul style="list-style-type: none"> <li>·Year 2 or above</li> <li>·Major in Actuarial or related discipline</li> <li>·Basic knowledge of actuarial science</li> <li>·Basic knowledge of MS Office, especially Excel</li> </ul>  |
| Insurance | China Taiping Life Insurance (Hong Kong) Company Limited | Summer Intern, Finance and Accounting                        | <ul style="list-style-type: none"> <li>·Assist in Fund Transfer and bank payment</li> <li>·Assist in policy premium collection and payment</li> <li>·Assist in expense claims</li> <li>·Assist in fixed asset management and data analysis</li> </ul>  | <ul style="list-style-type: none"> <li>·Major in accounting and management</li> <li>·With experience in Firm or accounting department of other companies is preferred</li> <li>·Capable of intern in next several vacations or part time is preferred</li> </ul>   |
| Insurance | China Taiping Life Insurance (Hong Kong) Company Limited | Summer Intern, Product Marketing                             | <ul style="list-style-type: none"> <li>·Conduct various levels of data analysis and market studies</li> <li>·Assist in providing financial information to prepare internal management report</li> <li>·Support new product launch and perform system User Acceptance Test (UAT)</li> <li>·Assist in handling special quotation</li> <li>·Assist in ad-hoc projects and other duties as required</li> <li>·Assist in other Product Development Process</li> </ul> | <ul style="list-style-type: none"> <li>·Major in Actuarial Science, Mathematics, Statistics, or other related disciplines</li> <li>·Basic insurance products knowledge and in progress of acquiring actuarial professional qualification would be advantages</li> <li>·Strong analytical skill and good communication skill</li> <li>·Self-motivated, detail-minded and result-oriented</li> <li>·Proficient in both spoken and written English and Chinese (i.e. Cantonese and Mandarin)</li> </ul> |
| Insurance | China Taiping Life Insurance (Hong Kong) Company Limited | Summer Intern, Alternative Distribution (Project Management) | <ul style="list-style-type: none"> <li>·Assist in different projects of the department</li> <li>·Assist the implementation of projects (i.e. partnership with medical companies &amp; suppliers)</li> </ul>  | <ul style="list-style-type: none"> <li>·Year 2 or above</li> <li>·Major in Economics &amp; Finance, Insurance, Marketing or related discipline</li> <li>·Passionate in insurance industry with strong analytical skill and good communication skill</li> <li>·Basic knowledge of MS Office</li> </ul>  |

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|--------------|--|--|---|---|
| Intermediary | Core Pacific - Yamaichi Int'l (H.K.) Ltd.  | Intern   | <ul style="list-style-type: none"> <li>·Work with business support and product team</li> <li>·Perform data mining and data upload</li> <li>·Participate in marketing events / programmes</li> </ul>   | <ul style="list-style-type: none"> <li>·Business related or Fin-tech disciplines</li> <li>·Good analytical, communication and interpersonal skills</li> <li>·Proficient in spoken and written English and Chinese, fluent Mandarin is an advantage</li> <li>·Strong self-motivation and eager to learn</li> </ul> |
| Intermediary | Cyber Insurance Brokers Limited            | Business Management Trainee                        | <ul style="list-style-type: none"> <li>• Business Management: assist team in preparing insurance quotes, support team in client requests</li> <li>• Insurance Operations: support team in streamlining operations and processes for more efficiency/growth</li> <li>• Marketing: digital marketing &amp; social media, prepare pitches and presentations in English/Chinese</li> <li>• Insurance-related projects / Other ad-hoc tasks</li> </ul> | <ul style="list-style-type: none"> <li>• Fluent in Cantonese and English (written/spoken)</li> <li>• Energetic and proactive personality</li> <li>• Reliable and detail-oriented</li> <li>• Eager to learn</li> </ul>   |
| Insurance    | Dah Sing Insurance Company (1976) Limited  | Summer Intern - Intermediaries Business Department | <ul style="list-style-type: none"> <li>• Policy Administration</li> <li>• Marketing Support</li> <li>• Clerical Support</li> </ul>  | <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, Good Command of Written English and Chinese</li> </ul>   |
| Intermediary | Fortune Financial Services Company Limited | Insurance Clerk                                    | <ul style="list-style-type: none"> <li>·Provide administrative support</li> <li>·Data entry, filing</li> </ul>  | <ul style="list-style-type: none"> <li>·Basic knowledge of Microsoft Word, Excel and PowerPoint</li> <li>·English and Chinese input skills</li> </ul>   |
| Intermediary | Fortune Financial Services Company Limited | Customer Service Representative                    | <ul style="list-style-type: none"> <li>·Handle enquiry</li> <li>·Provide excellent customer service</li> </ul>  | <ul style="list-style-type: none"> <li>·Independent</li> <li>·Good communication skills</li> <li>·Good command of spoken English, Cantonese and Putonghua</li> </ul>  |

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|--------------|---|------------------------|---|--|
| Intermediary | Fortune Financial Services Company Limited                | Insurance Trainee      | <ul style="list-style-type: none"> <li>·Handle customer inquiries and feedback</li> <li>·Establish good relationships with clients</li> </ul>   | <ul style="list-style-type: none"> <li>·Good communication skills</li> <li>·Positive attitude</li> <li>·Able to work effectively</li> </ul>  |
| Intermediary | Global Finance Wealth Management Limited                  | Administration Officer | <ul style="list-style-type: none"> <li>· Review and formulate operation related policies and guidelines</li> <li>· Manage full spectrum of office administration functions</li> <li>· Manage the internal system and platform</li> </ul>  | <ul style="list-style-type: none"> <li>·Solid project planning and management skills</li> <li>·Mature, stable and hardworking</li> <li>·A flexible mindset and the ability to work under pressure</li> <li>·A good team player with strong interpersonal and communication</li> </ul>  |
| Intermediary | Global Finance Wealth Management Limited                  | Intern- Editing        | <ul style="list-style-type: none"> <li>· Daily operation for social media platforms, including content planning, visual briefing, replying messages and interacting with audiences etc.</li> <li>· Write and edit contents across different parenting social media platforms</li> <li>· Independently source, compile various articles on breaking news and hot topics,(related to Financial industry)and produce quality and viral content which can engage followers</li> <li>· Regularly analyze social metrics and prepare reports for management</li> <li>· Achieve operational goals</li> </ul> | <ul style="list-style-type: none"> <li>· Excellent command in written Chinese</li> <li>· Studying Degree in Chinese/ Psychology/Translation is welcome</li> <li>· Strong textual ability to integrate information from different sources and write articles that match readers' reading preferences</li> <li>· Sensitive to the content of social media platforms which can effectively capture the hot spots</li> </ul> |
| Intermediary | Hong Kong Actuarial Insurance Consultants Company Limited | Management Trainee (1) | <ul style="list-style-type: none"> <li>·Data analysis</li> <li>·Programming</li> <li>·Web Maintenance</li> </ul>  | <ul style="list-style-type: none"> <li>·Proficiency in Python/ Java-script /VBA</li> <li>·Responsibility, able to work independently</li> </ul>  |
| Intermediary | Hong Kong Actuarial Insurance Consultants Company Limited | Management Trainee (2) | <ul style="list-style-type: none"> <li>·Articles writing</li> <li>·General administration</li> </ul>  | <ul style="list-style-type: none"> <li>· Good command of written English and Chinese</li> <li>· Proficiency in Photoshop or Illustrator</li> <li>· Responsibility, able to work independently</li> </ul>   |

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|--------------|---|------------------------|--|---|
| Intermediary | Hong Kong Actuarial Insurance Consultants Company Limited | Management Trainee (3) | <ul style="list-style-type: none"> <li>• Develop IT Platform</li> </ul>  | <ul style="list-style-type: none"> <li>·Patient, hardworking, independent</li> <li>·Willing to learn</li> <li>·Advance in JavaScript/PHP5/Python/VBA</li> </ul>   |
| Intermediary | Hong Kong Actuarial Insurance Consultants Company Limited | Research Assistant     | <ul style="list-style-type: none"> <li>• Organizing Data for analytical purpose and data Summary</li> </ul>  | <ul style="list-style-type: none"> <li>• Patient, hardworking, independent</li> <li>• Good at writing, both in Chinese and English</li> <li>• VBA or Python Preferred</li> </ul>  |
| Intermediary | Hong Kong Actuarial Insurance Consultants Company Limited | Graphic Designer       | <ul style="list-style-type: none"> <li>• Website design and movie shooting for introduction</li> </ul>   | <ul style="list-style-type: none"> <li>• Patient, hardworking, independent</li> <li>• Good at photography and related graphical software</li> </ul>   |
| Insurance    | Liberty International Insurance Limited                   | Project Assistant      | <ul style="list-style-type: none"> <li>·Provide support to Team Leader such as market research, data analytic, customers' enquiry and preparation of quotation</li> <li>·Participate in the events organizing and product developments</li> <li>·Assist Team Leader to drive business growth</li> <li>·Participate in different projects as assigned by team leader / Department Head</li> </ul> | <ul style="list-style-type: none"> <li>·Non Final Year University Student major in Marketing, Business Administration, Actuarial or related disciplines</li> <li>·With passion &amp; experience in insurance industry is an advantage</li> <li>·Good interpersonal and communication skill as well as good command of written &amp; spoken English</li> <li>·Willing to learn, innovative, customer-oriented and a good team player</li> <li>·Energetic, self-disciplined with strong sense of responsibility</li> <li>·Strong numerical sense and analytical skills</li> <li>·Well-organized and work independently</li> </ul> |
| Intermediary | Marsh (Hong Kong) Limited                                 | Intern                 | <ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Assist in marketing</li> <li>• Handling documentation</li> <li>• Other ad-hoc duties with the assigned practice</li> </ul>   | <ul style="list-style-type: none"> <li>·Major in business or finance</li> <li>·Relevant exposure to risk management, insurance, logistics or marketing would be advantageous</li> <li>·Strong communication skills &amp; learning ability</li> <li>·Fluency in English &amp; Cantonese / Mandarin</li> </ul>  |

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| Intermediary | Money Concepts (Asia) Holdings Limited | Administrative Internship   | <ul style="list-style-type: none"> <li>·Customer service, policy administration &amp; follow up</li> <li>·Prepare forms and illustrations for client meetings clerical support as required</li> <li>·Other ad hoc tasks</li> </ul>  | <ul style="list-style-type: none"> <li>·Good PC skills</li> <li>·Independent, responsible, willing to learn, Self-initiated</li> <li>·Good team player with positive and strong attitude</li> </ul> |
| Intermediary | Money Concepts (Asia) Holdings Limited | Marketing Internship        | <ul style="list-style-type: none"> <li>·Handle customer enquiries, support sales &amp; marketing &amp; client related activities</li> <li>·Prepare marketing materials and proposals organize promotions</li> <li>·Handle projects</li> <li>·Other ad hoc tasks</li> </ul>  | <ul style="list-style-type: none"> <li>·Good PC skills</li> <li>·Independent, responsible, willing to learn, Self-initiated</li> <li>·Good team player with positive and strong attitude</li> </ul> |
| Intermediary | Money Concepts (Asia) Holdings Limited | Accounting Internship       | <ul style="list-style-type: none"> <li>·Handle daily accounting function</li> <li>·Data Entry</li> <li>·Perform and review daily accounting entries</li> <li>·Perform ad hoc report as per management request</li> </ul>  | <ul style="list-style-type: none"> <li>·Good PC skills</li> <li>·Independent, responsible, willing to learn, Self-initiated</li> <li>·Good team player with positive and strong attitude</li> </ul> |
| Intermediary | Money Concepts (Asia) Holdings Limited | IT programmer Intern        | <ul style="list-style-type: none"> <li>• Responsible for on-going in-house Web applications and Mobile Apps developments and enhancements</li> <li>• Either experience Java or C#, .NET programming are welcome</li> <li>• Involve in coding, testing, UAT</li> <li>• Provide business applications support for the programming system</li> </ul> | <ul style="list-style-type: none"> <li>• Year 2</li> </ul>  |
| Insurance    | MSIG Insurance (Hong Kong) Limited     | Executive Assistant, Claims | <ul style="list-style-type: none"> <li>• Assess claims settlement for Personal / Commercial Lines claims</li> <li>• Determine policy liability pursuant to claims information, policy terms and condition</li> <li>• Ensure adequate reserves are set and that they are monitored and updated in a timely manner</li> </ul>                       | <ul style="list-style-type: none"> <li>• Full-time bachelor undergraduate with at least one academic year remaining</li> <li>• Major in Insurance or Risk Management</li> </ul>                     |

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|--------------|---|---|--|---|
| Insurance    | MSIG Insurance (Hong Kong) Limited                          | Executive Assistant, Agency & Direct Business             | <ul style="list-style-type: none"> <li>·Assist operation manager to implement and execute operation efficiency tasks</li> <li>·Provide full spectrum of administration and clerical duties for the Department</li> <li>·Support Operation Manager to monitor the daily follow up task and compiling of monthly report</li> </ul> | <ul style="list-style-type: none"> <li>·Full-time bachelor undergraduate with at least one academic year remaining</li> <li>·Major in Business, or Insurance, or any disciplines</li> </ul>   |
| Insurance    | MSIG Insurance (Hong Kong) Limited                          | Executive Assistant, Broker                               | <ul style="list-style-type: none"> <li>·Handle clerical duties</li> <li>·Prepare claims experience / Genlink Quotation Registration</li> <li>·Ad-hoc projects / works to be assigned by supervisors or their delegates</li> </ul>  | <ul style="list-style-type: none"> <li>·Full-time bachelor undergraduate with at least one academic year remaining</li> <li>·Major in Business or any discipline</li> </ul>   |
| Intermediary | Queensway Asset Management Limited                          | Administrative Assistant                                  | <ul style="list-style-type: none"> <li>·Clerical Work (including dealing with Insurers, Technical Representatives and Clients)</li> </ul>  | <ul style="list-style-type: none"> <li>·Fluent Cantonese and English, Mandarin is an advantage</li> <li>·Good computer skills, including using MS Office and Browsers</li> </ul>  |
| Intermediary | Sara. T. L. Company   | Summer intern, Investment Management (Investment Analyst) | <ul style="list-style-type: none"> <li>·Assist in preparing routine investment relevant report and results</li> <li>·Data collection, cleansing and Corresponding analysis</li> <li>·Other relevant as requested</li> </ul>  | <ul style="list-style-type: none"> <li>·Year 3</li> <li>·Major in Mathematics, Actuarial, Risk Management or related discipline</li> <li>·Basic knowledge of investment, finance or risk management</li> <li>·Basic Knowledge of MS Office</li> <li>·Strong analytical skills, communication skills and excellent team player</li> <li>·Fluent Cantonese</li> </ul> |
| Insurance    | Sompo Insurance (Hong Kong) Company Limited                 | Clerk in underwriting or Claims Department                | <ul style="list-style-type: none"> <li>·Clerical support such as data input, documentation, record keeping, simple claims processing, etc.</li> </ul>  | /   |
| Insurance    | The People's Insurance Company of China (Hong Kong) Limited | Underwriting Assistant                                    | <ul style="list-style-type: none"> <li>·To assist reinsurance department to treaty and Fac data-entry and filing;</li> <li>·Assist to prepare reinsurance placing slip and closing slip</li> </ul>   | <ul style="list-style-type: none"> <li>·Proficiency with Microsoft software (word, excel)</li> <li>·Being able to learn new systems and applications</li> <li>·Good command of written and spoken English and Chinese including Mandarin</li> </ul>   |



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|--------------|--------------------------------------|-----------------------------------|---|--|
| Intermediary | Wellcovered Insurance Broker Ltd     | Clerical Intern                   | ·Clerical back up, data entry, system enhancement   | ·Computer knowledge, MS Office<br>Fluent English and Chinese reading   |
| Intermediary | Wellcovered Insurance Broker Ltd     | Sales support                     | ·Sales support backup, making power and data entry<br>·Clerical duty  | ·Computer knowledge, MS Office<br>·Knowing Acrobat and power point   |
| Insurance    | Zurich Insurance (Hong Kong) Limited | Claims Intern – Business Analysis | <ul style="list-style-type: none"> <li>· Review and improve simplification and automation of claims process, e.g. expansion of robotic automation capability and analysis of claimants' behavior</li> <li>· Assist in claims handling, e.g. fraud prevention and investigation, and assessment of policy coverage for reported incidents</li> </ul> | ·Native in Cantonese with strong Chinese and English language skills<br>·Experience in programming (e.g. VBA) and analytics                    |
| Insurance    | Zurich Insurance (Hong Kong) Limited | Claims Intern – Travel            | <ul style="list-style-type: none"> <li>·Handle incoming travel claims timely by reviewing claims forms and supporting documents</li> <li>·Answer email and phone calls for claims related enquiries</li> <li>·Assist in projects related to claims process review, simplification and automation</li> </ul>   | ·Native in Cantonese with strong Chinese and English language skills<br>·Experience in programming (e.g. VBA) and analytics is a plus          |
| Insurance    | Zurich Insurance (Hong Kong) Limited | Claims Intern – Claims Support    | <ul style="list-style-type: none"> <li>· Provide assistance to the team, e.g. support on data issues and data related projects</li> <li>· Participate in transformation projects in claims handling</li> <li>· Provide administrative support on claims recovery process and claims fraud prevention</li> </ul>                                     | ·Proficiency in spoken and written English<br>·Knowledge on SDLC, SQL and data analytics (including but not limited to use of Microsoft Excel) |

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