



Summer Internship Programme – Insurance Industry (2021 Intake)

保險業「暑期實習計劃」(2021年)

Participating Companies & Vacancies (as at 6 Jan 2021)

參與機構及職位空缺 (截至2021年1月6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	AIG Insurance Hong Kong Limited	Risk Management Intern	<ul style="list-style-type: none"> • Perform risk limit monitoring • Collate / produce stress testing results and identify drivers to movements • Conduct research on topical and emerging risks 	<ul style="list-style-type: none"> • Penultimate-year university student majoring in Risk, Actuarial, Mathematics or a quantitative discipline • Good English communication skills • Knowledge of Excel, VBA, Qlikview / Power BI
Insurance	Asia Insurance Company Limited	Intern	To provide policy's administrative and general clerical support in business team: <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	AXA XL	Summer Intern	<ul style="list-style-type: none"> • Joining as the AXA XL Summer Intern, you will have the opportunity to experience in a global leading insurance company through on-the-job experience from June to August 2021. During the internship, you will provide support to the function/ business and participate in ad-hoc assignments and projects when required. • You will also have the chance to interact with our professionals and business leaders in the Hong Kong office and grasp a better understanding of our business. Through the hands-on experience and various learning opportunities in AXA XL, this will foster your future career opportunities and professional development 	<ul style="list-style-type: none"> • Undergraduate student in business or related discipline • Positive attitude, self-motivated and eager to learn • Good team player, good communication and interpersonal skills • Proficiency in English and Chinese
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Administrative Assistant (Risk Management)	<ul style="list-style-type: none"> • Perform all administrative duties of the Risk Management Division • Assist the manager to collect information from various divisions / departments for risk reports • Consolidation of risk related information for reports and presentation materials • Coordination and preparation of various meetings 	<ul style="list-style-type: none"> • University student • Proficiency in MS Word, Excel (include Macro) and PowerPoint • Some job experience is preferable, but not required • Basic knowledge in insurance products • Good analytical and problem solving skills • Be outspoken; able to handle multi-tasks and good time management skill • Good communication skill in both Cantonese, Chinese and English
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	QA Assistant (Information Technology & Business Analysis)	<ul style="list-style-type: none"> • Study functional system specifications and requirement 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 • Good team player with strong interpersonal and communication skills

Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Administrative Assistant (Actuarial)	<ul style="list-style-type: none"> • Assist in the monthly valuation process • Assist in development of pricing and reinsurance models • Support other life insurance projects 	<ul style="list-style-type: none"> • Knowledge in computer programming • Knowledge with insurance • Strong communication skill and good problem solving skill • Teamwork orientation; development and learning orientation
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Administrative Assistant (Claims)	<ul style="list-style-type: none"> • Claim administration work E.g. Files, records, claim's documents and system control UAT • Assist in templates and document automation 	<ul style="list-style-type: none"> • Degree holder (VTC/ University) • Eager to learn and assist in claims automation & UAT • Accurate typing; advanced in Microsoft Word / Excel (VBA) / Access • Good interpersonal skills; self-initiative and enjoy working
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Administrative Assistant (Human Resources / Office Administration)	<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	Blue Insurance Limited	Intern, Distribution & Product	<p>The candidate will work with Distribution & Product team and responsible for the following:</p> <ul style="list-style-type: none"> • Look & feel exploration, conceptual & visual development, and final execution of design directions • Assist in asset creation and presentation preparation • Provide support on print and digital projects and visuals elements of a new digital launch 	<ul style="list-style-type: none"> • Individual who is independent, passionate, creative and determined to make a difference • Quick learner with a "can-do" attitude and positive mindset • Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills • Proficient in both spoken and written English and Chinese, fluent in Mandarin is an advantage

Insurance	Blue Insurance Limited	Intern, People & Workplace	<p>The candidate will attach to People function to acquire fundamentals of insurance, human resources and business knowledge. He/she will be responsible for the following:</p> <ul style="list-style-type: none"> • Provide support in a full spectrum of HR functions, such as Talent Acquisition, Rewards and Talent Development • Assist in organizing and coordinating various HR initiatives, staff engagement programmes and internal communications • Participate in digital transformation initiatives and other assigned projects 	<ul style="list-style-type: none"> • Individual who is independent, passionate, creative and determined to make a difference • Quick learner with a “can-do” attitude and positive mindset • Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills • Proficient in both spoken and written English and Chinese, fluent in Mandarin is an advantage • Proficient in spreadsheet and MS Office software application
Insurance	Blue Insurance Limited	Intern, Information Technology	<p>The candidate will work with IT team to gain hands-on experience in forefront of technology. He/she will be responsible for the following:</p> <ul style="list-style-type: none"> • Assist in software development activities and architecture design to meet functional and performance requirements • Provide technical support on software testing, quality assurance and documentation • Research on the innovative products and cutting-edge technology of InsurTech / FinTech industry 	<ul style="list-style-type: none"> • Individual who is independent, passionate, creative and determined to make a difference • Quick learner with a “can-do” attitude and positive mindset • Good team player who is highly flexible with an analytical mindset, excellent interpersonal and communication skills • Proficient in both spoken and written English and Chinese, fluent in Mandarin is an advantage
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 or related disciplines • Knowledge in Bloomberg is an advantage

Insurance	China BOCOM Insurance Company Limited	Summer Intern - Underwriting and Reinsurance Department	<ul style="list-style-type: none"> • Provide support to underwriting & reinsurance administration related activities including but not limited to issuance of policies, data analysis, checking, preparation of summary reports, etc. • Gain hands-on experience in policy administration, insurance underwriting and reinsurance arrangement • Get deep insight of what it is like to work in general insurance company • On-the-job training provided by the supervisors • Handle ad-hoc projects upon requested 	<ul style="list-style-type: none"> • Good command of spoken and written English and Chinese • Proficiency in MS Office (Word, Excel, PowerPoint, etc.) • Strong sense of responsibility
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 Life Insurance (Overseas) Co Ltd.	Actuarial Intern (Product Development and Pricing)	<ul style="list-style-type: none"> · Support new product launch and perform system UAT · Assist in experience studies and conduct various levels of data analysis · Support special quotation and illustration tool development to meet business needs 	<ul style="list-style-type: none"> · University students major in Actuarial Science, Mathematics, Statistics, or other related disciplines · In progress of acquiring actuarial professional qualification will be an advantage
Insurance	China Life Insurance (Overseas) Co Ltd.	Actuarial Intern (Actuarial Department)	<ul style="list-style-type: none"> · Use actuarial software (Risk Agility FM) for cashflow projection · Support GL28 project and related User Acceptance Test (UAT) · Assist in the research of actuarial and asset information in market 	<ul style="list-style-type: none"> · Undergraduate students in Actuarial Science or related discipline · Proficiency in MS Office (Word/Access/Excel (VB)/Power Point) · Proficiency in modeling by Excel (VBA) is an asset
Insurance	China Life Insurance (Overseas) Co Ltd.	Intern (Investment Department)	<ul style="list-style-type: none"> · Support equity investment analyst and manager for data handling · Analyze new data, make observations and draw conclusions · Handle ad-hoc projects 	<ul style="list-style-type: none"> · Major in Finance, Economics, Mathematics, Accounting, or Insurance · Basic knowledge of Fixed Income/Equity/Alternative Investment

Insurance	China Pacific Insurance Co., (H.K.) Ltd	Operation Assistant	<ul style="list-style-type: none"> • Assist in counter services, data input • Provide support on system maintenance and testing 	<ul style="list-style-type: none"> • Professional knowledge in insurance • Proficient in Microsoft Office • Hard working, willing to learn • Proficiency with Microsoft Software
Insurance	China Pacific Insurance Co., (H.K.) Ltd	Finance Assistant	<ul style="list-style-type: none"> • Provide support in day-to-day financial operations (Life Insurance) • Provide support on financial system testing 	<ul style="list-style-type: none"> • Professional knowledge in finance • Proficiency with Microsoft Software • Hard working, willing to learn • Good command of spoken Putonghua and Cantonese
Insurance	China Pacific Insurance Co., (H.K.) Ltd	Marketing Assistant	<ul style="list-style-type: none"> • Gather and organize life insurance marketing information • Assist in production of product brochure and promotion material • Preparation of promotion leaflets 	<ul style="list-style-type: none"> • Good command written English and Chinese • Proficiency in Microsoft Software • Hard working, willing to learn • Good command of spoken Putonghua and Cantonese
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Intermediary Department	<ul style="list-style-type: none"> • Assist in daily administration work • Assist in document management to insurance brokers 	<ul style="list-style-type: none"> • Bachelor Degree, Year 1 or above • Fluent in Putonghua, English & Cantonese • Familiar with the use of MS Office & Outlook • Basic knowledge of current insurance market • Basic knowledge of data collection and analysis
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing Department (Product Department)	<ul style="list-style-type: none"> • Assist in product development, e.g. product document drafting and user acceptance test, etc. • Gather market information and prepare market comparison /market intelligence report • Assist in other ad hoc projects assigned 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, Actuarial / Business Administration or related disciplines • Basic knowledge of MS Office • Good analytical skill and communication skills

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing Department (Product Marketing)	<ul style="list-style-type: none"> • Assist to implement marketing campaigns • Liaise with design house for production of product brochure and promotion material • Proofread product brochure and promotion material 	<ul style="list-style-type: none"> • Bachelor Degree, Year 1 or above • Major in Marketing Language, Translation or Communication or related discipline • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing Department (Actuarial Pricing)	<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 	<ul style="list-style-type: none"> • University students 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
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Alternative Distribution Department	<ul style="list-style-type: none"> • Collating training documents, minutes of the meeting • Assist in departmental operational and administrative work, including but not limited to workplace maintenance, logistics and other maintenance support, etc • Assist in talent acquisition work, including recruitment planning, designing and interview arrangement and preparation, etc. 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above • Basic knowledge of data collection and analysis • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Finance & 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 in preferred • Capable of intern in next several vacations or part time is preferred

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Human Resources Department	<ul style="list-style-type: none"> • Assist in Human Resources research, including data collection, data analysis and report presentation • Assist in Human Resources policy review 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above • Major in HRM or related discipline • Basic knowledge of data collection and analysis • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Investment Department	<ul style="list-style-type: none"> • Assist in Investment management department daily works, including data collection, data analysis, research, reporting and other miscellaneous work 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above • Major in Finance, Economics, Maths or Computer Science • Strong communication skills and excellent team player • Strong decision making and analytical skills, act with integrity • Basic knowledge of MS Office, Programming skills such as Python, VBA preferred
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Investment Department (Credit Analyst)	<ul style="list-style-type: none"> • Credit risk reporting and market information updates • Data collection, cleansing and corresponding analysis 	<ul style="list-style-type: none"> • Bachelor Degree, Year 3 • Major in Finance, mathematics, risk management or related discipline • Basic knowledge of fixed income investment and credit • Programming skills such as Python, VBA preferred
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Investment Department (Investment Analyst)	<ul style="list-style-type: none"> • Assist in preparing routine investment relevant report and results • Data collection, cleansing and corresponding analysis • Other relevant as requested 	<ul style="list-style-type: none"> • Bachelor Degree, Year 3 • Major in mathematics, actuarial, risk management or related discipline • Basic knowledge of investment, finance or risk management • Basic knowledge of MS Office; Programming skills such as Python, VBA preferred • Strong analytical skills, communication skills and excellent team player

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Actuarial Department	<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"> • Bachelor Degree, 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 Intern, Agency Business Department	<ul style="list-style-type: none"> • Assist daily operation of Agency Business department, including data analysis, filing, scanning • Assist agency and operation team • Assist in special project 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above • Basic knowledge of data collection and analysis • Basic knowledge of MS Office
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Legal and Compliance Department	<ul style="list-style-type: none"> • Assist in conducting research in regulation, ordinance, etc • Assist in conducting compliance testing • Help reviewing sales materials 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above • Major in Commerce, Finance, Law or related discipline • Basic knowledge of MS Office • Good analytical skill
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"> • Undergraduates in business related or Fin-tech disciplines • Good analytical communication and interpersonal skills • Proficient in spoken and written English and Chinese • Strong self-motivation and eager to learn
Intermediary	Cyber Insurance Brokers Limited	Business Management	<ul style="list-style-type: none"> • Business Support • Marketing • Projects 	<ul style="list-style-type: none"> • Detail Oriented, energetic • Fluent in English & Cantonese • Highly motivated

Insurance	Dah Sing Insurance Company (1976) Limited	Summer Intern (Claims)	<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	Summer Intern (Underwriting)	<ul style="list-style-type: none"> • Administrative support • Report preparation • Documents follow up 	<ul style="list-style-type: none"> • Good command of written English and Chinese • Proficient in Microsoft Office
Insurance	Dah Sing Insurance Company (1976) Limited	Summer Intern (Business Intern)	<ul style="list-style-type: none"> • Administrative support • Report preparation • Data analysis and ad hoc project support 	<ul style="list-style-type: none"> • Good command of written English and Chinese • Proficient in Microsoft Office
Intermediary	Delta Asia Wealth Management Limited	Trainee (Customer Services)	<ul style="list-style-type: none"> • Handle after sales services on insurance product • 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 documents and reports 	<ul style="list-style-type: none"> • Business administration, Economics, Finance or related discipline preferred • Excellent communication skill • Good knowledge of PC applications such as Microsoft Word, Excel
Intermediary	Delta Asia Wealth Management Limited	Trainee (Administration)	<ul style="list-style-type: none"> • Provide clerical and administrative support to the department • Assist in preparing presentation materials and reports • Coordinate with internal and external parties to ensure a smooth operations • Perform data checking, data entry, filing and routine duties • Handle correspondence and documents 	<ul style="list-style-type: none"> • Business administration or any discipline • Good communication and interpersonal skills • Good knowledge of PC applications such as Microsoft Word, Excel

Intermediary	Global Finance Wealth Management Limited	Business Intern – Marketing	<ul style="list-style-type: none"> • Develop, execute sales & marketing activities • Develop, maintain and update content in various social media channels • Work closely with internal and external parties 	<ul style="list-style-type: none"> • Creative, passionate and strong in written Chinese and English • Experience in online advertising is an advantage
Intermediary	Global Finance Wealth Management Limited	Business Intern – Multimedia	<ul style="list-style-type: none"> • Provide creative solutions and mockups that meet the brand standards by translating concepts in to digital and / or print formats • Create graphics, animations, and special effects, as well as edit graphic design, photos retouching, audio, and video using Adobe Creative Suite 	<ul style="list-style-type: none"> • Strong understanding of latest design trends and digital optimization technology • Good team player, multi-tasking, willing to learn, open-minded, independent and responsible
Intermediary	Global Finance Wealth Management Limited	Management Trainee	<ul style="list-style-type: none"> • Provide support to different Department in carrying out operational and development task • Develop business soft-skills such as the ability to communicate and deliver presentations professionally 	<ul style="list-style-type: none"> • Demonstrated ability to be flexible and willingness to learn • Good analytical skills coupled with financial acumen
Insurance	Hang Seng Insurance Company Limited	Claims Administration Officer	<ul style="list-style-type: none"> • Prepare claims management reports and claims data, general claims admin support including claims documents dispatch and checking, prepare claims correspondence, prepare claims payment requisitions, handle other claims related projects, etc 	<ul style="list-style-type: none"> • Knowledge in PC applications including Words, Excel, and PowerPoint, • Proficiency in written English and Chinese

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 operations such as MS Outlook, Word, • Excel and PowerPoint • Good command of English and Chinese
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"> • Pursuing a Bachelor's degree in actuarial science or other relevant streams, with prior experience in Excel VBA and T-SQL language preferred
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 query 	<ul style="list-style-type: none"> • University Student majoring in Statistics, Actuarial Science, Risk Management, Finance or related discipline with basic knowledge in programming • Good analytical and interpersonal skills
Insurance	Heng An Standard Life (Asia) Limited	Distribution Services Assistant	<ul style="list-style-type: none"> • Assist the administration & documentation of daily sales support activities including but not limited to • Creating documentation & filing of communication to broker • Establishing CPD training record & retrieval • Re-establishing reporting mechanism • Assist in digitization projects to streamline the distribution services 	<ul style="list-style-type: none"> • Hands-on experience in using PC or other applications • Meticulous and attentive to details • Good English and Chinese • Willing to learn with strong sense of responsibility

Insurance	Heng An Standard Life (Asia) Limited	Actuarial Assistant	<ul style="list-style-type: none"> • Assist in data preparation work for IFRS 17 reporting, such as preparing and checking model point files, assumption files, actual accounting data etc. • Assist in organizing results from actuarial software, such as documentation of the purpose and assumptions underlying the results 	<ul style="list-style-type: none"> • University student majoring in Actuarial, Mathematics or Statistics • Experience with excel software
Insurance	Heng An Standard Life (Asia) Limited	HR Assistant compensation	<ul style="list-style-type: none"> • Final payment calculation • Payroll input preparation • Prepare employee communications • Support insurance • Record retention • Support HR projects 	<ul style="list-style-type: none"> • Basic understanding in HK employment ordinance & other HR related legislation • Proficiency in Microsoft office
Insurance	Heng An Standard Life (Asia) Limited	HR Assistant	<ul style="list-style-type: none"> • Involve in end to end employee lifecycle including talent requisition, pre-employment screening, expatriate relocation, management of employees record, management reporting, employee engagement, training and events • Understand of HR policies, benefits and employment ordinance in order to provide answers to employees' enquiries 	<ul style="list-style-type: none"> • Basic understanding in HK employment ordinance & other HR related legislation • Proficiency in Microsoft Office • Effective communicator, listener with a positive mindset
Insurance	Heng An Standard Life (Asia) Limited	Administrator, Operations Department	<ul style="list-style-type: none"> • Carry out day-to-day operations in new business, policy processing and administrative support • Handle new business applications process • Assist in updating manual, procedures and reports • Assist in anti-money laundering screening process • Assist in ongoing customer retention programme 	<ul style="list-style-type: none"> • Fast learner, team work, pay attention to details • Proficiency in Microsoft Office

Insurance	Heng An Standard Life (Asia) Limited	Project Management Assistant	<ul style="list-style-type: none"> • Assist in project planning, organizing, communicating, managing, reporting and administrative duties to ensure successful delivery of projects • On the job training on project governance and project management will be provided <p>Interact with different business functions, involves in all aspects of the business of a dynamic and evolving insurance company</p>	<ul style="list-style-type: none"> • University students major in general business, operations of information technology • Good communication skills, energetic with a thirst to learn • Strong skills in Microsoft Office
Insurance	Heng An Standard Life (Asia) Limited	Assistant to Chief Executive	<ul style="list-style-type: none"> • The intern will learn about insurance business management and governance by providing support to our chief executive • Assist to prepare a range of analyses in excel and building slides in PowerPoint, conducting researches • Assist CE in day to day activities, including monitoring progress of various projects, supporting various strategic initiatives, programmes and events • Deliver critical thinking and effective communication by actively engaging with our CE and senior leaders from various departments 	<ul style="list-style-type: none"> • Strong written, verbal and visual communication skills • Able to be proactive and take initiatives • Independent thinker, flexible and adaptable
Insurance	Heng An Standard Life (Asia) Limited	Analyst Assistant / Investment Assistant	<ul style="list-style-type: none"> • Analyst Assistant / Investment Assistant 2 • Assist analysts/investment managers to complete research, analysis and investment support for macroeconomics, equity and fixed income investment • Complete other work related to investment business 	<ul style="list-style-type: none"> • Bachelor • Be serious and responsible for work, and have a spirit of exploring something new

Insurance	Heng An Standard Life (Asia) Limited	Marketing Assistant	<ul style="list-style-type: none"> • Support customer & marketing team in online/offline promotion campaigns, events and other marketing initiatives • Support on market research, PR and media monitoring 	<ul style="list-style-type: none"> • Good writing and editing skills in Chinese and English • Attention to details • Good interpersonal skill
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, Nodejs / React / mongoDB / PostgreSQL • 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	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 • Articles writing 	<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
Intermediary	Marsh (Hong Kong) Limited	Intern	<p>Interns would be offered opportunities in carrying out the following tasks:</p> <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"> • Non-final year undergraduate students with a major in Business or Finance • Relevant exposure to risk management, insurance ,logistics, or marketing would be advantageous • Strong communication skills and learning agility • Fluency in English and Cantonese/Mandarin

Insurance	Manulife (International) Limited	Summer Intern – Distribution Management	<ul style="list-style-type: none"> • Assist in training result analysis and generate reports • Assist in training material production – type PowerPoints / Words / Excel • Liaison with printers and vendors where applicable 	<ul style="list-style-type: none"> • A strong customer – focused mindset • Must be fluent in Cantonese and English (read and write)
Insurance	Manulife (International) Limited	Summer Intern - Customer Experience & Transformation	<ul style="list-style-type: none"> • Create charts and help to draft internal reports • Review and analyze customer feedback and company data to draw insights and identify trends with respect to issues impacting employees and customers • Work with the Innovation & Customer Experience team to manage the Manulife Hong Kong Net Promoter System (NPS) 	<ul style="list-style-type: none"> • Must be fluent in Cantonese and English (read and write)
Insurance	Manulife (International) Limited	Summer Intern – Customer Contact Centre	<ul style="list-style-type: none"> • Handle and resolve customer queries and requests via phone on MPF inquiries and services in a professional • Operate with other teams and team members to ensure timely resolution of customer requests and problems 	<ul style="list-style-type: none"> • Energetic and reliable professionals • Good telephone manner with good interpersonal skills • Good communication skills in English, Mandarin and Chinese
Intermediary	MI Insurance Brokers Limited	Summer Intern	<ul style="list-style-type: none"> • Participate an on-line insurance portal interface with insurers' portal via API for certain personal line homogeneous products • Assist in marketing 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 meeting, clerical support 	<ul style="list-style-type: none"> • Good PC and MS Office skills • Independent, responsible, willing to learn, self-initiated, • Good team player with positive attitude • Strong communication and interpersonal skills

Intermediary	Money Concepts (Asia) Holdings Limited	Marketing Internship	<ul style="list-style-type: none"> • Handle customers enquires • Support sales & marketing and client related activities • Prepare marketing materials and proposals • Organize promotions, handle projects 	<ul style="list-style-type: none"> • Good PC and MS Office skills • Independent, responsible, willing to learn, self-initiated • Good team player with positive attitude • Strong communication and interpersonal skills
Intermediary	Money Concepts (Asia) Holdings Limited	Financial Planning Internship	<ul style="list-style-type: none"> • Prepare sales related materials, proposals, product comparison & research • Promotion • Analysis related tasks 	<ul style="list-style-type: none"> • Good PC & MS Office skills • Independent, responsible, willing to learn, self-initiated • Good team player • Strong communication and interpersonal skills
Insurance	MSIG Insurance (Hong Kong) Limited	Project Trainee	<ul style="list-style-type: none"> • Participate in company-wide digital and automation projects • Assist in RPA development including ideas generation, collecting and analyzing user requirements, product design, testing, troubleshooting and implementation • Provide business & daily workflow analysis and spot opportunities in automation in different processes 	<ul style="list-style-type: none"> • Undergraduates (Year 2 or Year 3 students) major in Computer Science / Information Technology / Computer Engineering or any related disciplines • Knowledge in RPA technologies or application is preferable
Insurance	Oreana Financial Services Limited	Administrative Officer	<ul style="list-style-type: none"> • Assist in various aspects of documentation and administrative work • Responsible for data entry and document processing • Support ad hoc projects and assignments provided by supervisors 	<ul style="list-style-type: none"> • Good in MS Office applications, including Word, Excel and Chinese Word Processing • Independent, self-motivated and detail-minded
Intermediary	Sara. T. L. Company	Secretary	<ul style="list-style-type: none"> • Administrative support • Filing • Occasionally required to work outside (bank, post office) 	<ul style="list-style-type: none"> • Good communication skills • Independent • Active • Responsibility • Willing to learn • Fluent Cantonese

Intermediary	Sara. T. L. Company	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 • Major in Mathematics, Actuarial, Risk Management or related discipline • Fluent Cantonese • Basic knowledge of investment, finance or risk management • Basic knowledge of MS Office • Strong analytical skills, communication skills and excellent team player
Insurance	Sompo Insurance (Hong Kong) Co., Ltd	Clerks – Underwriting / Policy Admin / Claims	<ul style="list-style-type: none"> • Provide clerical support, such as data input, documentation, simple claims processing, etc. • 	/
Insurance	Tahoe Life Insurance Company Limited	Operation Assistant	<ul style="list-style-type: none"> • To handle daily general administration work • To follow up with the office administration and coordinate with others departments in maintaining the office in good condition • Provide support on preparing management reports on regular basis 	<ul style="list-style-type: none"> • Strong Knowledge in Microsoft Officer such as Access, Excel, Word & PowerPoint • Proficiency in both spoken and written English and Chinese
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 / Account Dept) 	<ul style="list-style-type: none"> • Positive attitude, cheerful manner and willing to learn • Good communication skills in English, Cantonese and Mandarin
Insurance	Transatlantic Reinsurance Company	Summer Intern	<ul style="list-style-type: none"> • To provide administrative support for Treaty Underwriting, Actuarial, Accounts, and Compliance Departments 	<ul style="list-style-type: none"> • Basic knowledge of insurance Passed or studying towards the IIQE exam
Intermediary	Tung Chi Consulting Limited	Insurance Internship Assistant	<ul style="list-style-type: none"> • Assist operation works such as data input • Filing • Documents preparation 	<ul style="list-style-type: none"> • Fluent in English and Mandarin

Insurance	Zurich Services (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 Word, PowerPoint and Excel • Good written and verbal communication skills
Insurance	Zurich Services (Hong Kong) Limited	Claims Intern – Customer Relationship and Supply Partner Management	<ul style="list-style-type: none"> • Create the concierge customer service proposition, handle internal claims enquiries and problem solving in relation to claims issues with other product lines • Assist customers navigate various digital service tools and provide assistance on online claims submission functionality via digital tools • Prepare Management Report by collecting and analyzing customer data 	<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 Services (Hong Kong) Limited	Claims Intern – Motor	<ul style="list-style-type: none"> • Assist in handling simple motor claim and preparing data analysis • Assist in developing claim tools to simplify the claim process • Participate in team projects in improving customers' e-claim submission experience 	<ul style="list-style-type: none"> • Proficient computer skills, including Microsoft Word, PowerPoint and Excel • Good written and verbal communication skills
Insurance	Zurich Services (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 Services (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 and analytics (e.g. Python, Azure and PowerBI)
Insurance	Zurich Services (Hong Kong) Limited	Intern - Digital Capability Building	<ul style="list-style-type: none"> • Assist in implementing quality assurance on digital solution (e.g. Mobile App and Chatbot) • Conduct research and analysis on digital trends and competitors • Assist in operating the corporate site and data extraction 	<ul style="list-style-type: none"> • Digital savvy, passionate about and has extensive knowledge of the latest digital trends • Majoring in Computer Science, eCommerce, Information System Management, Business Management or UIUX Design would be an advantage
Insurance	Zurich Services (Hong Kong) Limited	Intern – Digital Content Management	<ul style="list-style-type: none"> • Create digital communications (e.g. webpages and eDMs) with the help of modern content management systems • Assist with data analytics of corporate's web platforms, extract insights to better customer experience and support business objectives • Coordinate with internal and external parties to help with focus groups-related matters, aiding development of various 	<ul style="list-style-type: none"> • Basic understanding in operating content management systems of digital delivery channels • Knowledge on Google Analytics, Data Studio and Google Search Console
Insurance	Zurich Services (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 corporate's 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

Insurance	Zurich Services (Hong Kong) Limited	Intern – Group Audit	<ul style="list-style-type: none"> • Perform audit activities with team support and gain insight into insurance operations, processes and controls • Execute audit work under the direction of the Auditor-In-Charge (AIC), e.g. examining and reviewing documents to ensure compliance with company and department policies and procedures • Assist in the compilation of management and audit reports 	<ul style="list-style-type: none"> • Majoring in Accounting, Business, Finance, or Information Systems • Strong academic aptitude and well-developed analytical problem-solving skills
Insurance	Zurich Services (Hong Kong) Limited	Intern – Human Resources	<ul style="list-style-type: none"> • Assist in providing statistical analysis, initiating report automation with employee data, performing data mapping and designing automation processes and reports • Assist in developing innovative staff communications including written and visual communications in an accurate and timely manner • Support the development of our Human Resources webpage and portal 	<ul style="list-style-type: none"> • Majoring in a quantitative discipline is preferred (e.g. Statistics, Operations Research, Informatics, Computer Science and Mathematics) • Native in Cantonese with strong Chinese and English language skills
Insurance	Zurich Services (Hong Kong) Limited	Intern – Legal	<ul style="list-style-type: none"> • Assist in building an in-house legal database • Assist in Legal Training or Legislation Review to staff • Conduct legal research, analysis and translation 	<ul style="list-style-type: none"> • Majoring in Law or related disciplines • Good computer literacy and research skills
Insurance	Zurich Services (Hong Kong) Limited	Intern – Life Strategy	<ul style="list-style-type: none"> • Assist in designing the structure and requirements of a knowledge base hub • Assist in mapping out campaign request and approval process • Manage databases and input information, data, and records as needed 	<ul style="list-style-type: none"> • Good written and verbal communication skills • Proficient computer skills, including Microsoft Word, PowerPoint and Excel

Insurance	Zurich Services (Hong Kong) Limited	Intern – Life Distribution	<ul style="list-style-type: none"> • Provide administrative support on product training, arranging external meetings with partners and liaison with internal and external parties for new product launch • Act as a key contact point for broker enquires on system issues including advisory portal and other related portals • Handle broker enquiries on quotation requests and portal registration 	<ul style="list-style-type: none"> • Proficient computer skills, including Microsoft Word, PowerPoint and Excel • Proficiency in Cantonese and Mandarin with good command of written English
Insurance	Zurich Services (Hong Kong) Limited	Intern – Marketing Communications	<ul style="list-style-type: none"> • Prepare the bilingual copywriting or write-up for internal and external communications, translation, proofreading, simple visual or form design • Support timely execution of marcom, branding, culture-building related projects and events • Assist in the production of marketing collaterals and digital tools 	<ul style="list-style-type: none"> • Good written and verbal communication skills • Experience in Photoshop, Adobe InDesign and video editing software is a plus
Insurance	Zurich Services (Hong Kong) Limited	Intern – Marketing Analytics	<ul style="list-style-type: none"> • Assist in keeping abreast of customer service market trend, capture voices of customers and conduct root cause analysis • Analyze data from Research Studies including NPS and Brand Studies • Support in conducting the Customer Journey Mapping 	<ul style="list-style-type: none"> • Majoring in Data Analysis, Data Science, Business, or related field preferred • Proficient computer skills, including Microsoft PowerPoint, Excel and Power BI
Insurance	Zurich Services (Hong Kong) Limited	Intern – Data Science	<ul style="list-style-type: none"> • Support automation of processes using a combination of OCR, natural language processing and Microsoft Azure stack • Analyze business data to identify opportunities for automation or other Data Science applications • Work closely with the different teams and functions to implement business solutions into a production environment 	<ul style="list-style-type: none"> • Strong data science skills, ideally experience with R and SQL programming languages or similar • Strong communication skills, able to communicate complex business issues and solutions to the wider business

Insurance	Zurich Services (Hong Kong) Limited	Intern – Compliance	<ul style="list-style-type: none"> • Assist in compliance review of business controls • Manage the monitoring activities to assess the business compliance with rules, regulations and internal requirements • Advise and support the development and implementation of new policies, workflows and control processes 	<ul style="list-style-type: none"> • Majoring in Business, Law, Arts or Humanities • Good command of both written and spoken English and Chinese
Insurance	Zurich Services (Hong Kong) Limited	Claims Intern - Employees' Compensation	<ul style="list-style-type: none"> • Assist in developing dashboards and data analytics • Provide assistance to claims handlers in managing their portfolio and analyzing data • Participate in projects that improves team performance 	<ul style="list-style-type: none"> • Good command of written English and Chinese • Proficiency in computer software including Microsoft Excel would be an advantage

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