

Summer Internship Programme – Insurance Industry (2022 Intake)

保險業「暑期實習計劃」(2022年)

Participating Companies & Vacancies (as at 29 April 2022)

參與機構及職位空缺 (截至2022年4月29日)

Stream 分流	Company 機構	Job Title 職位名稱	Job Duties 工作範圍	<p>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.</p> <p>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)</p>
Insurance	AIG Insurance Hong Kong Limited	A&H Intern Casualty Intern Financial Lines Intern Finance Intern Distribution Intern Claims Intern Actuarial Intern Risk Management Intern	<p>·These 8 weeks summer internship program is designed to provide students with an insight into Insurance through hands-on experience. As an intern, you will be working with one of our business lines, each of which offers a unique opportunity to obtain core technical knowledge and professional skills in a diverse and global environment. In addition to the experience acquired on the job, summer interns have the opportunity to learn directly from senior management, and participate in webinars, discussion forums, and networking receptions.</p>	<p>·We look for students who are in their second or third of study, and on track for a minimum CGPA 3.0 and above. Due to the variety of roles on offer, we consider candidates from all degree backgrounds.</p> <p>·AIG seeks candidates who have excelled in previous work experience, demonstrated outstanding academic and extracurricular achievement, possess strong analytical, quantitative and interpersonal skills, and are enthusiastic about and committed to the insurance industry.</p>

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	<p>·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 2022. During the internship, you will provide support to the function/ business and participate in ad-hoc assignments and projects when required.</p> <p>·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.</p>	<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 division 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"> ·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 user requirements and prepare system testing cases ·Ensure the system deliverables to meet user requirements ·Prepare system documentation 	<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 interpersonal and communication skills
Insurance	Blue Cross (Asia-Pacific) Insurance Limited	Administrative Assistant (Medical Claims)	<ul style="list-style-type: none"> ·Perform as a temporary helper to track, organize and manage claims documentation ·Filing assigned documents and data entry in designation system with high quality and accuracy within turnaround times ·Review and improve document management workflow ·Provide clerical and operation supports to the team as assigned 	<ul style="list-style-type: none"> • Accurate typing (over 35WPM) • Proficient in Microsoft Word/ Excel • Good interpersonal skills • Self-initiate and enjoy working • Able to work indecently and meet service standards • Students pursuing a Degree/ Associate Degree or equivalent
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 ·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 – Underwriting and Reinsurance Department	<ul style="list-style-type: none"> ·Provide support to underwriting and reinsurance administration related activities ·To assist in conducting data consolidation ·To support & engage in daily operations of underwriting team ·Preform other ad-hoc tasks as required 	<ul style="list-style-type: none"> ·Students form Finance, IT, Actuarial or other related disciplines ·Good command of MS Office with proficiency in Excel skill ·Proficient in written and spoken English and Chinese
Insurance	Ching Ping An Insurance (HK) Co., Ltd	Underwriting Clerk	<ul style="list-style-type: none"> ·Manage daily servicing and renewal process of general insurances ·Responsible for daily administration, policy/endorsements issuing and documentation ·Execute other ad hoc assignments as appointed by the Manager 	/
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 ·Assist in ALS Library analysis and IFRS 17 model implementation 	<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 ·Basic Knowledge of Programming
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Bancassurance Department	<ul style="list-style-type: none"> ·Assist in department normal business activities, including data collection, data analysis and report presentation ·Prepare training material and document delivery 	<ul style="list-style-type: none"> ·Bachelor Degree, Year 2 or above ·Major in Finance or related discipline ·Basic knowledge of data collection and analysis ·Basic knowledge of MS Office ·Fluent Mandarin will be advantage

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Business Project Management Department	<ul style="list-style-type: none"> ·Assis all departments to implement the process modeling and draw workflows with professional tool ·Comprehensively review the logicity, integrality and standardability of current processes ·Track the progress of process modeling and offer support of tool and methodology to each department 	<ul style="list-style-type: none"> ·Major in management, economics, etc. is preferred ·Fresh graduate (including gap year) is also welcome ·Excellent logical and analytical capability, good communication skills and teamwork experience, detailed-oriented attitude ·Basic understanding of project management and process management ·Familiar with MS Office software, experience in usage of project management tools, such as Jira, MS Visio, is preferable ·Fluent spoken and written Chinese (both Mandarin 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, Legal and Compliance Department	<ul style="list-style-type: none"> ·Comprehensively review contracts and legal documents ·Assist in legal research ·Assist in drafting legal correspondence 	<ul style="list-style-type: none"> ·Bachelor Degree, Year 2 or above ·Major in Law or Professional Accountancy ·Familiar with the use of MS Office & Outlook
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing Department (Product Development)	<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 and other duties as required 	<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, 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
Intermediary	China Tonghai Private Wealth Management Limited	Intern - Administrator	<ul style="list-style-type: none"> ·Data maintenance of the Company's Business Automation System ·Backup administrative duties from time to time when necessary ·Assist in ad-hoc projects 	<ul style="list-style-type: none"> ·Preferably a Degree holder or equivalent ·Good skills in PowerPoint, Excel and Word ·Good knowledge in Insurance fields and willing to learn; ·Proactive, excellent interpersonal skills, result-oriented and self-motivated; ·Excellent command of written and spoken English and Chinese, and fluency in Putonghua

Intermediary	Choice Insurance Broker Limited	Management Trainee	<ul style="list-style-type: none"> ·Provide general clerical and office administration work ·Prepare & send out documents; data-entry ·Other ad hoc assignments 	<ul style="list-style-type: none"> · Preferably a Degree holder or equivalent ·Willing to learn new products; ·Interested in social media management; ·Proactive, excellent interpersonal skills, result-oriented and self-motivated; ·Excellent command of written and spoken English and Chinese, and fluency in Putonghua
Insurance	Chubb Life Insurance Company Ltd	Intern - Claims	<ul style="list-style-type: none"> ·Handle the system transactions in relation to claim processing ·Assist for day-to-day administration of the claim administration system ·Participate in ad hoc assigned projects 	<ul style="list-style-type: none"> ·Detailed oriented with good numerical sense ·Strong interpersonal skills, independent and with high degree of responsibility
Insurance	Chubb Life Insurance Company Ltd	Business Development Associate	<ul style="list-style-type: none"> ·Assist the Financial Planner to prepare wealth management service ·Risk management ·Retirement planning ·Asset allocation ·Estate planning 	<ul style="list-style-type: none"> ·Self-motivated with strong drive to succeed ·Hardworking, detailed-oriented, independent and sophisticated at working under pressure ·Good numerical skill and business sense ·Strong interpersonal, communication and presentation skills ·Proficient at written English, Chinese and excellent at mandarin
Insurance	Dah Sing Insurance Company (1976) Limited	Summer Intern (Claims)	<ul style="list-style-type: none"> ·Claims letter classification and other administrative support to the team as assigned 	<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 (Bancassurance and Direct Business)	<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
Insurance	Dah Sing Insurance Company (1976) Limited	Summer Intern (Corporate and Partnership Management)	<ul style="list-style-type: none"> ·Administrative support to the team as assigned 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 (Insurance)	<ul style="list-style-type: none"> ·Assist insurance sales and product including general, life and MPF ·Assist in preparing and reviewing training materials and coordinating the training with RMs ·Provide distribution support, conduct product comparison, data analysis and assist Manger to implement sales reinforcement initiatives ·Ensure the enforcement of sales compliance fulfillment and support regular & ad hoc tasks as assigned ·Contribute to the success of insurance business growth and full sales compliance to intern and / or regulatory requirements 	<ul style="list-style-type: none"> ·Business Administration, Economics, Finance or related discipline preferred ·Excellent communication skills ·Good knowledge of PC applications such Microsoft Word, Excel
Insurance	General Reinsurance AG, Hong Kong Branch	Actuarial Intern	<ul style="list-style-type: none"> ·As a member of the Hong Kong Life and Health team contributing to the development and profitability of our business in Hong Kong. · Support marketing and pricing actuaries to carry out the following duties: ·Reinsurance production pricing, Pricing basis research and model development, New product research and development ·Experience studies and data analytics and Other ad hoc projects as required 	<ul style="list-style-type: none"> ·Students currently enrolled in 2rd or 3rd year of the actuarial science undergraduate program are preferred ·Knowledge and experience in MS Office ·Excellent communication and interpersonal skills, with good command, both written and spoken, of English and Chinese (Cantonese and/or Mandarin) ·Able to work independently as well as a strong team player

Insurance	Generali Life (Hong Kong) Limited	Intern – Operation	<ul style="list-style-type: none"> ·Provide support for all operational aspects of the insurance business ·Ensure smooth operation of the workflow and work processes ·Cover policy services, policy administration, customer & claims services 	<ul style="list-style-type: none"> ·Student in any disciplines ·Bright, self motivated, team player
Insurance	Generali Life (Hong Kong) Limited	Intern – IT	<ul style="list-style-type: none"> ·Exciting and unique opportunity to develop hands-on and professional IT skills ·Provide support to Digital / Solutions / Infrastructure and Operations ·Participate practical experience on projects with the latest technologies 	<ul style="list-style-type: none"> ·Student in any related disciplines ·Passion in technology, digital and innovation
Insurance	Generali Life (Hong Kong) Limited	Intern – Business Support	<ul style="list-style-type: none"> ·Work closely with Sales Development team to make direct impact ·Provide support to our partners, vendors, clients and / or brokers ·Reporting and analytics 	<ul style="list-style-type: none"> ·Student in any related disciplines ·Self-motivated, energetic, adaptive
Intermediary	Grandwood Insurance Brokers Limited	Insurance Broking Internship	<ul style="list-style-type: none"> ·Perform client research, prepare submissions, quote slips and client proposals 	<ul style="list-style-type: none"> ·Proficient in the use of Microsoft Office, Chinese word processing
Insurance	Hannover RE Hong Kong Branch	Accounting Intern	<ul style="list-style-type: none"> ·Review clients' data and prepare confirmation to clients ·Support month end closing and reporting 	<ul style="list-style-type: none"> ·Students in Accounting, Information System and related disciplines ·Strong knowledge of MS Excel

Insurance	Hannover RE Hong Kong Branch	Intern - Finance and Data Management Team	<ul style="list-style-type: none"> ·Assist in the reviews of reinsurance contracts and update internal system accordingly ·Provide supports in maintaining the core databases of the company for financial reporting purpose 	<ul style="list-style-type: none"> ·University Student majoring in Business Administration, Finance, Economics, Statistics or other related discipline ·Proficiency in English and Chinese
Insurance	Heng An Standard Life (Asia) Limited	Intern, Valuation	<ul style="list-style-type: none"> ·Support in development of IFRS17 ·Support in enhancement of current valuation procedure 	<ul style="list-style-type: none"> ·University students majoring in Actuarial, Mathematics or Statistic is preferred but not a must ·Computer programing skill, such as visual basic ·Strong analytical skill
Insurance	Heng An Standard Life (Asia) Limited	Intern, Pricing and Commercial	<ul style="list-style-type: none"> ·Support in pricing and profitability testing for new and existing propositions. ·Assist in the production of robust and comprehensive risk assessment and profitability reports. ·Prepare special quotation/concession quotation for specific valued clients. ·Conduct market research for the new propositions. ·Support in the development and maintenance of commercial tools. ·Provide commercial support on system implementation through carrying out user acceptance tests covering changes to illustration system, policy admin system, claims and reinsurance system, etc. ·Assist in ad-hoc projects and other duties as 	<ul style="list-style-type: none"> ·Undergraduate student of Actuarial studies or related disciplines; progress in actuarial exam or prior actuarial internship experience is an advantage ·Proficiency in Ms office; proficiency in programming is an advantage ·Good time management skills and analytical skills ·Strong communication skills in both written and spoken English and Chinese; competency in Putonghua is an advantage
Insurance	Heng An Standard Life (Asia) Limited	Intern, Marketing & Customer Experience	<ul style="list-style-type: none"> ·Participate in customer segment analysis and produce a report describing specific segment's customer behaviours and needs in wealth management with actionable suggestions to enhance customer engagement and experience ·Support other data analytics initiatives to understand market trends ·Work with internal and external parties on various marketing and communications initiatives (e.g. event management, content development for social media, etc.) 	<ul style="list-style-type: none"> ·University student in Business Management discipline ·Good report writing and presentation skills ·Good command of data analysis tools ·Familiar with social media platforms preferred ·Trilingual in English, Cantonese and Mandarin

Insurance	Heng An Standard Life (Asia) Limited	Intern, Operations & Customer experience	<ul style="list-style-type: none"> ·Participate in customer segment analysis and produce a report describing specific segment's customer behaviours and needs in wealth management with actionable suggestions to enhance customer engagement and experience ·Participate in new system user acceptance test ·Handle new business or policy administration tasks ·Other ad hoc tasks assigned 	<ul style="list-style-type: none"> ·University student in Business Management discipline ·Good report writing and presentation skills ·Good command of data analysis tools using Ms excel preferred ·Trilingual in English, Cantonese and Mandarin
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Junior Software Engineer	<ul style="list-style-type: none"> ·Working with design team and translating requirements and mockups into fully functioning features websites and application ·Delivering documentation, conduct testing and troubleshoot websites ·Assist in ad hoc programming development projects 	<ul style="list-style-type: none"> ·Hands-on experience in Web application development ·Web application development Knowledge in any of Golang, Node.JS, React.JS, Typescript, HTML5, CSS, and JavaScript a definite advantage ·Experience in using SQL, mongodb, dynamodb, graphql ·Experience in using Git, cloud service providers (AWS) is a plus ·Strong sense of responsibility and self-motivated
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Actuary Assistant	<ul style="list-style-type: none"> ·Organise knowledges and subjects related to actuary or finance field ·Putting the knowledges into easy-understanding words in PPT for presentation purpose 	<ul style="list-style-type: none"> ·Majoring in actuarial science, accounting, economics, or equivalent ·Sitting at least 1 paper in SOA or IFoA exams, or any professional exams like CFA ·Good in written and communication in both Chinese and English
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	UI/UX Designer	<ul style="list-style-type: none"> ·Works with development team to design and develop information architecture ·Interactions model, user interface & user flow for web and mobile apps 	<ul style="list-style-type: none"> ·Majoring in design related subject ·Experience in Adobe XD and Figma ·A portfolio of relevant design work

Intermediary	Jiayu Insurance Finance Limited	Policy Administrator	<ul style="list-style-type: none"> ·Assist in preparing sales proposal and conduct product comparison ·Administrative support and filing ·Back-end system support 	<ul style="list-style-type: none"> ·Chinese and English typing min 40 wpm ·Proficient in MS Office ·Good command of English & Chinese ·Good communication skills
Intermediary	Kingkey Privilege Wealth Management Limited	Operations Assistant	<ul style="list-style-type: none"> ·Responsible for day to-day operating functions, including data entry, filing and prepare reports 	<ul style="list-style-type: none"> ·Obtained certification or studying in Business Administration ·Knowledge in MS Office including Word and Excel
Intermediary	Kingkey Privilege Wealth Management Limited	Accounting Assistant	<ul style="list-style-type: none"> ·Responsible for day to day accounting functions, including data entry, filing and prepare report ·Handle account receivable and petty cash 	<ul style="list-style-type: none"> ·Obtained certification or studying in Accounting ·Knowledge in MS Office including Word and Excel
Intermediary	Kingkey Privilege Wealth Management Limited	Project Assistant	<ul style="list-style-type: none"> ·Assist Project Manager to manage the assigned projects ·Prepare progress report and presentation packs 	<ul style="list-style-type: none"> ·Obtained certification or studying in Business Administration ·Knowledge in MS Office including Word and Excel
Intermediary	KSY Specialty Ltd.	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	Lloyds Pacific Financial Consultants Limited	Administrator Assistant	·Assist to file and follow up insurance quotations with insurers	/
Intermediary	Lloyds Pacific Financial Consultants Limited	Marketing Assistant	·Assist with preparation and storage of sales documentation	/
Intermediary	Lockton Companies (Hong Kong) Limited	Sales & Telemarketing – internship	·Preparation of marketing & client documentation, presentation materials ·Assist in organizing sales campaign ·Searching and preparing analysis reports for marketing purpose	·Degree holders of any discipline ·Proficient in reading, written and spoken English, Cantonese and Mandarin
Intermediary	Lockton Companies (Hong Kong) Limited	Regional IT – internship	·Assist in IT projects ·Help on configuring PCs and mobile phones (and other related works) ·Handle different technical issue	·Degree holder in computers and information technology ·Good communication and interpersonal skills
Intermediary	Lockton Companies (Hong Kong) Limited	Administrator	·Provide admin support, e.g. data entry, filing, scanning etc. ·Preparing and consolidate different reports ·Preparation presentation materials as required	·Degree holders of any discipline ·Proficient in reading, written and spoken English, Cantonese and Mandarin

Intermediary	LSC Insurance Consultants Ltd	Digital Marketing Assistant	<ul style="list-style-type: none"> ·Market research; manage social media page ·Content Production & management / SEO /Google Ads ·Website management / Digital Strategy Execution 	<ul style="list-style-type: none"> ·Humble, proactive to suggest solutions, detail-minded
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"> ·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 ability ·Fluency in English and Cantonese/ Mandarin
Insurance	Manulife (International) Limited	Summer Intern - HK Retirement – Actuarial Department	<ul style="list-style-type: none"> ·Participate in different actuarial projects in the areas of product development, financial reporting or risk management. ·Assist in conducting earning analysis, experience studies, MIS and a multitude of new and ongoing studies ·Analyze financial statements and link financial indicators to business issues ·Handle special quotation and handle ad hoc enquiries from other departments ·Maintain business projection models and various PC-based valuation systems ·Support new product launch with participation in model update and UAT 	<ul style="list-style-type: none"> ·Undergraduate majoring in actuarial science ·A self-starter, outgoing, adaptive and eager to learn ·Good academic results with good communication skills ·Knowledge in statistical software or programming language is an advantage ·Fluent in written and spoken English
Insurance	Manulife (International) Limited	Summer Intern	<ul style="list-style-type: none"> ·Assist with opening support tickets and assisting users including agency and customers' requests ·Managing work requests in Jira ·Building and maintaining dashboards in Jira, Excel, and PowerBI for customer insight ·Maintaining support documentation in SharePoint and Confluence for health & life produce ·Assisting the application support team on ad-hoc tasks as assigned 	<ul style="list-style-type: none"> • Majoring in Business or Computer Science • Strong aptitude to learn • Strong knowledge of MS Office (Excel, Word, PowerPoint) • Good written communication skills

Insurance	Manulife (International) Limited	Summer Intern - Compliance	<ul style="list-style-type: none"> •Handling AML name screening result review •Handling AML transaction monitoring review •FATCA / CRS case ongoing review •Support the update staff's compliance training materials •Support the post-launch review of AML inspection related systems changes in July / August •Support on regulatory reporting •Support internal QA and audits •Tracking of EDD cases, and monitor the status •Support on ad hoc requests from Regional 	<ul style="list-style-type: none"> •Major in Risk Management, Finance, Statistics •Self-motivated with good sense of responsibility •Analytical and detail-oriented •Team player, self-motivated, able to work under pressure •Good interpersonal and time management skills •Fluent in Chinese and English (both written and verbal)
Insurance	Manulife (International) Limited	Summer Intern - Corporate Communications	<ul style="list-style-type: none"> •Prepare bilingual copywriting/ write-up •Work with internal and external parties on various marketing and communications initiatives (e.g. event management, content development for social media, etc.) •Support Corporate Communications events 	<ul style="list-style-type: none"> •Major in Communications, Public Relations, Marketing, Business Studies •Excellent command of written and spoken English and Chinese •Strong analytical skills, communication skills and excellent team player
Intermediary	Money Concepts (Asia) Holdings Limited	Accounts Executive	<ul style="list-style-type: none"> ·Daily accounts job ·Prepare monthly report / statement 	/
Intermediary	Money Concepts (Asia) Holdings Limited	Administration Executive	<ul style="list-style-type: none"> ·Daily office admin job 	/
Intermediary	Money Concepts (Asia) Holdings Limited	Customer Executive	<ul style="list-style-type: none"> ·Daily clients relationship management 	/
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	OneDegree Hong Kong Limited	Actuarial Intern	<ul style="list-style-type: none"> ·Assist in maintenance and development of policy information system ·Assist in performing actuarial valuation, financial reporting and valuation system enhancement ·Assist in asset & liabilities management projects ·Assist in product pricing review and experience study ·Ensure accuracy of proposal and administration systems by creating test plan and performing UAT ·Handle special quotations of life products ·Handle ad-hoc projects and other duties as required 	<ul style="list-style-type: none"> ·Students in Actuarial Science or related disciplines ·Thorough understanding of Hong Kong insurance market and culture ·Good command of both spoken and written Chinese and English ·Good communication and presentation skills ·Immediately available will be higher preferred ·Proficient in MS Office and computer programming ·Candidate with prior actuarial experience is plus!
Insurance	OneDegree Hong Kong Limited	Risk Intern	<ul style="list-style-type: none"> ·Developing the Enterprise Risk Management framework according to the guidelines from Insurance Authority ·The development and maintenance of the risk and compliance management framework ·Performing incident analysis ·Supporting the set up for of internal control protocol, coordinating with functional units to allow timely reflection of risk profile ·Identifying and documenting risk, controls and self-assurance activities ·Keeping abreast of current risk and regulatory trends, and best industry practices ·Any ad hoc tasks assigned 	<ul style="list-style-type: none"> ·Major in Risk Management, Finance, Statistics, BBA ·Interest in insurance and regulatory compliance ·Fluent in Chinese and English (both written and verbal) ·Analytical and detail-oriented ·Team player, self-motivated, able to work under pressure and meet tight deadline ·Good interpersonal and time management skills ·FRM or CFA qualification in a plus ·Ability to think critically

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
Insurance	QBE General Insurance (Hong Kong) Ltd.	Intern, Medical, Claims	<ul style="list-style-type: none"> ·Maintaining current knowledge of insurance guidelines and policy changes and modifications ·Maintain good relationship with the insured, agents, service providers and other internal counterparts ·Respond to requests in accordance with service standards ·Provide information and feedback on claims activity and developing trends to underwriters/risk assessors to enable appropriate actions to be carried out ·Receiving, recording and processing all incoming insurance claims ·Interpreting basic policy coverage's and determining if coverage's apply to claims submitted escalating issues as needed ·Setting reserves and setting claims in the most cost effective manner and ensuring timely issuance of disbursements ·Identifying suspicious or potentially fraudulent claims, notifying supervisor, arranging investigation and briefing solicitors if further action is to be taken 	<ul style="list-style-type: none"> ·Good communication and interpersonal skills ·Sound PC skills with fast and accurate typing ·Able to work independently and ensure quality service standard provided ·Basic claims knowledge and understanding of insurance will be preferred

Insurance	QBE General Insurance (Hong Kong) Ltd.	Intern, Data Analysis	<ul style="list-style-type: none"> ·Perform data and portfolio analysis, forecasting and trend analysis and insights to support business planning, including preparation of data to assist preparation of annual budgets and forecasts ·Analysis models and automation of processes. Develop and initiate measurable improvements to work processes ·Comply with documentation of key processes and policies to ensure QBE meets all internal reporting requirements as well as regulatory requirements Liaise with the team to identify key metrics and develop enhanced reports or business models to monitor these on a regular basis ·Conduct market research; prepare customer presentations; Research, collate, obtain and analyze data for decision marking / specific processes ·Compile regular management reports ·Provide financial analysis and identify issues needing review ·Proactively maintain and enhance database tools to ensure they are flexible and meet changing business needs and support business planning ·Provide support on systems connectivity and other issues. Develop user requirements, business processes and lead system development projects and testing and efforts 	<ul style="list-style-type: none"> ·Computer literacy ·Good communication and interpersonal skills ·Customer-oriented, well organized and a good team player
Insurance	QBE General Insurance (Hong Kong) Ltd.	Intern, Corporate Support & Services, underwriting	<p>Underwriting Performance:</p> <ul style="list-style-type: none"> ·Evaluate submissions according to Underwriting Rules ·Assist quotation preparation <p>Policy, Process and Procedures:</p> <ul style="list-style-type: none"> ·Support Policy Administration for policy issuance ·Managing KPIs in related to SLA <p>Underwriting Governance:</p> <ul style="list-style-type: none"> ·Support and facilitate Peer Reviews <p>Sales Management:</p> <ul style="list-style-type: none"> ·Review and manage pipelines in Salesforce system ·Analyze and evaluate opportunities <p>Adhoc projects</p>	<ul style="list-style-type: none"> ·Competent in Microsoft Office, including words, excel and power point ·Good verbal and written skill in English ·Strong IT proficiency ·Excellent interpersonal skill ·Good presentation and communication skill ·Sound analytical and problem solving skills ·Learning agility

Intermediary	Rare Earth Insurance Partners Limited	Assistant – Client Account	<ul style="list-style-type: none"> ·Recording of premium data in our business system ·Reconciling of account entries and legacy items 	<ul style="list-style-type: none"> ·Proficient in both written and oral Cantonese, Mandarin and English ·Competent Microsoft Office skills, especially excel (vlookup, sumif and pivot table)
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) Company Limited	Clerks – Underwriting/ Policy Admin/Claims	<ul style="list-style-type: none"> ·Provide clerical support, such as data input, documentation, simple claims processing, etc. 	/

Intermediary	Sun Mobility Insurance and Claims Services Limited	Summer Intern	<ul style="list-style-type: none"> ·Handle transport liability insurance for freight forwarders, shipping companies, warehouses and terminals ·Follow up with transport liability insurers for quotations and contracts and explain insurance proposals to clients, placement of insurance, and subsequent after-sales follow-ups ·Monitor the insurance requirements of clients and offer insurance solutions timely ·Advise clients on insurance coverage required to cater for different operational scenarios ·Work with the claims team for workable advice on clients' business contracts for a balance between available insurance and commercial reality <p>For more details about our company, please visit our website at http://www.sun-mobility.com/</p>	<ul style="list-style-type: none"> ·Excellent command of both spoken and written English (HKDSE Level 5 or above in English), Chinese and / or 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
Insurance	Tugu Insurance Company Limited	Summer Intern (Claims)	<ul style="list-style-type: none"> ·Administrative support including photocopying, scanning, filing ·Claims data input ·Arranging files to warehouse & other ad-hoc task as required 	<ul style="list-style-type: none"> ·Proficient in Microsoft Office ·Good command of written English & Chinese ·Strong sense of responsibility ·Knowledge in insurance will be an advantage
Insurance	Tugu Insurance Company Limited	Summer Intern (Underwriting)	<ul style="list-style-type: none"> ·Administrative support including photocopying, scanning, Filing ·Underwriting Policy Data input ·Assist to prepare underwriting report ·Assist to follow up Renewal / Policy documents ·Ad-hoc task as required 	<ul style="list-style-type: none"> ·Proficient in Microsoft Office ·Good command of written English & Chinese ·Strong sense of responsibility ·Knowledge in insurance will be an advantage

Insurance	Tugu Insurance Company Limited	Summer Intern (Marketing)	<ul style="list-style-type: none"> ·Administrative support including photocopying, scanning, filing, marketing data input ·Assist in preparing marketing report ·Assist in providing data for analysis ·Ad-hoc task as required 	<ul style="list-style-type: none"> ·Good command of written English & Chinese ·Proficient in Microsoft Office ·Strong sense of responsibility ·Knowledge in insurance or marketing preferable but not a must
Insurance	Tugu Insurance Company Limited	Summer Intern (Administrative Assistant)	<ul style="list-style-type: none"> ·Provide daily administrative and clerical support ·Photocopying/filing / scanning documents ·Assist to arrange files to warehouse ·Ad-hoc task as required 	<ul style="list-style-type: none"> ·Proficient in Microsoft Office ·Good command of written English and Chinese ·Strong sense of responsibility ·Hard working & willing to learn
Insurance	Tugu Insurance Company Limited	Summer Intern (IT Support)	<ul style="list-style-type: none"> ·IT related duties & support ·Ad-hoc task and other duties assigned by the Division Manager 	<ul style="list-style-type: none"> ·Interested in IT and related job ·Knowledge of computer system & proficient in Microsoft Office ·Studying computer science, information technology or similar is preferred ·Strong sense of responsibility, hardworking & willing to learn
Intermediary	Tung Chi Consulting Limited	Insurance Internship Assistant	<ul style="list-style-type: none"> ·Assist operation works such as data input, filing and documents preparation ·Assist to prepare marketing information, ppt, to prepare proposal and update website 	<ul style="list-style-type: none"> ·Fluent in English and Mandarin ·Pleasant, presentable, hardworking, pass interview
Intermediary	Winy Group Consultants Limited	Media Production Intern	<ul style="list-style-type: none"> ·Video-shooting, editing and production ·Coordinate with team members and interviewees to produce visual contents 	<ul style="list-style-type: none"> ·Proficiency in Photoshop and Illustrator ·Good communication, organization and execution skills ·Good command of spoken Chinese (both Cantonese and Putonghua)

Intermediary	Winy Group Consultants Limited	Marketing Intern	<ul style="list-style-type: none"> ·Writing and editing articles ·Mange social media platform ·Create a poster, ppt etc. ·Provide assistance in events & projects 	<ul style="list-style-type: none"> ·Proficient computer skills, including Microsoft Office ·Creative and good writing skills ·Good command of spoken Chinese (both Cantonese and Putonghua)
Intermediary	Winy Group Consultants Limited	Summer Intern	<ul style="list-style-type: none"> ·Assist in insurance product training ·Administration work 	<ul style="list-style-type: none"> ·Good command of spoken Chinese (both Cantonese and Putonghua) ·Well planned, good communication and leadership skills ·Work independently
Intermediary	Yatkuen Consultant Company	Marketing Intern	<ul style="list-style-type: none"> ·Create promotional posters ·Manage Social Media Platform (Facebook, Instagram, Youtube) 	<ul style="list-style-type: none"> ·Basic Video Shooting Skills ·Majoring in Marketing, Business Administration, Communications or any other related discipline preferred ·Familiar with the use of Adobe, Cyberlink and Canva
Intermediary	Yatkuen Consultant Company	Office Admin	<ul style="list-style-type: none"> ·Data Entry and perform daily administrative duties ·Manage Social Media Platform (Facebook, Instagram, Youtube) 	<ul style="list-style-type: none"> ·Majoring in Management, Accounting and Business Administration or related disciplines preferred ·Good knowledge of PC applications such Microsoft Word, Excel, Powerpoint
Insurance	Zurich Services (Hong Kong) Limited	Intern, Claims (Analysis Support)	<ul style="list-style-type: none"> ·Work on projects related to claims process review, simplification and automation ·Simple fraud case investigation/ handling ·Assist with background search/ contacting other insurers/ HKFI circulation 	<ul style="list-style-type: none"> ·Programming and analytics skills (experience in Python, Azure, PowerBI, PowerAutomate, PowerApps, SQL or VBA is a plus) ·Strong problem solving & analytic skills combined with creative thinking

Insurance	Zurich Services (Hong Kong) Limited	Intern, Claims (Customer Management)	<ul style="list-style-type: none"> ·Assist to drive customer delivery for HK Claims for all segments ·Assist to analyze market trends, identify new strategic initiatives and align with business units ·Assist to develop and reinforce a customer-centric culture across the Claims Operations 	<ul style="list-style-type: none"> ·Good interpersonal skills and communication skills ·Strong problem solving and analytic skills combined with a strong command in Excel and PowerPoint
Insurance	Zurich Services (Hong Kong) Limited	Intern, Claims (Employees' Compensation)	<ul style="list-style-type: none"> ·Assist in data analytics and prepare claims dashboard for review ·Assist in projects such as using Power Automate and robotics ·Process minor claims such as, medical only, windshield damage or towing, and pay related bills 	<ul style="list-style-type: none"> ·Proficient with MS Office particular in Excel & PowerPoint ·Effective communication skills and able to provide good customer services
Insurance	Zurich Services (Hong Kong) Limited	Intern, Claims (Motor)	<ul style="list-style-type: none"> ·Assist in handling minor motor claim case ·Assist in claims data analysis process ·Assist in improving customer experience in the claim journey 	<ul style="list-style-type: none"> ·Proficient with MS Office particular in Excel & PowerPoint ·Effective communication skills and able to provide good customer services
Insurance	Zurich Services (Hong Kong) Limited	Intern, Compliance	<ul style="list-style-type: none"> ·Assist in risk assessment of the business operations ·Assist in compliance review and testing of business control design ·Support the development and implementation of new control process 	<ul style="list-style-type: none"> ·Good report writing and presentation skills ·Self-motivated with good sense of responsibility
Insurance	Zurich Services (Hong Kong) Limited	Intern, Corporate Communications	<ul style="list-style-type: none"> ·Prepare bilingual copywriting/ write-up ·Content management for Facebook/ LinkedIn/ social media analysis ·Support Corporate Communications events 	<ul style="list-style-type: none"> ·Strong written English and Chinese skills, Simplified Chinese writing skills is a plus ·Experience in Google analytics, Photoshop, Adobe InDesign and video editing software is a plus

Insurance	Zurich Services (Hong Kong) Limited	Intern, Policy Data Management	<ul style="list-style-type: none"> ·Assist in managing the full product development lifecycle ·Assist to prepare regular reports 	<ul style="list-style-type: none"> ·Good research and analytical skills ·Attention to details and able to work independently
Insurance	Zurich Services (Hong Kong) Limited	Intern, Human Resources	<ul style="list-style-type: none"> ·Assist in developing innovative staff communications ·Assist in continuous improvement of UI/UX by conducting research ·Support initiatives or projects in different HR functions 	<ul style="list-style-type: none"> ·Knowledge in Data Analysis / Modeling / Advanced Analytics is a plus ·Good communication skills with high proficient in spoken and written English and Chinese
Insurance	Zurich Services (Hong Kong) Limited	Intern, Product and Proposition	<ul style="list-style-type: none"> ·Assist in managing the full product development lifecycle ·Analyze market trends and competitors' product strategies ·Assist in building sound business case of all new GI products 	<ul style="list-style-type: none"> ·Good research and analytical skills ·Strong business acumen, innovative thinking and strong team players
Insurance	Zurich Services (Hong Kong) Limited	Intern, Direct Digital	<ul style="list-style-type: none"> ·Assist in data analytics of Zurich's web platforms ·Assist in continuous improvement of UI/UX by conducting research ·Expose to the insurance operations and workflow 	<ul style="list-style-type: none"> ·Knowledge in Google Analytics, Data Studio and Google Search Console ·Understand operating content management systems of digital delivery channels
Insurance	Zurich Services (Hong Kong) Limited	Intern, Business Centre	<ul style="list-style-type: none"> ·Assist in the designing and formulating business service processes ·Assist in the execution of transformation initiatives and automation projects ·Assist the day-to-day support to Retail Business Service Model 	<ul style="list-style-type: none"> ·Enjoy new challenges, passionate and work well with ambiguity ·Self-motivated, attend to details

Insurance	Zurich Services (Hong Kong) Limited	Intern, Operational Excellence	<ul style="list-style-type: none"> ·Support transformation initiatives relating to FinTech application and process improvement ·Carry out data collection and analytical work on agreed projects ·Produce and maintain project reporting materials 	<ul style="list-style-type: none"> ·High skills in Microsoft software, including PowerPoint, Excel, Visio, SQL preferred ·Good analytical, detail-oriented, and problem-solving skills
Insurance	Zurich Services (Hong Kong) Limited	Intern, Life Insurance Strategy	<ul style="list-style-type: none"> ·Assist in market research and gather insight or data in the industry ·Manage databases and input information, data, and records ·Assist in preparing information and research materials 	<ul style="list-style-type: none"> ·Proficient computer skills, including Microsoft Office Suite ·Self-directed and able to work without supervision
Insurance	Zurich Services (Hong Kong) Limited	Intern, Claims (Express)	<ul style="list-style-type: none"> ·Support claims process simplification and automation ·Handle claim cases in Home, Travel and Personal Accident insurance 	<ul style="list-style-type: none"> ·Good interpersonal skills ·Basic general insurance knowledge in a plus
Insurance	Zurich Services (Hong Kong) Limited	Intern, Legal	<ul style="list-style-type: none"> ·Legal research and analysis ·Translation ·Assist in reviewing legal documents 	<ul style="list-style-type: none"> ·Law or related disciplines ·Good computer literacy and research skill
Intermediary	ZUU Digital Financial Services Limited	Administration Assistant	<ul style="list-style-type: none"> ·Provide general administrative support such as data entries, processing paperwork and maintaining filing systems ·Perform logistics and administrative duties for internal training activities, from enrollment, materials preparation, venue set-up to evaluation ·Handle ad hoc duties as assigned 	<ul style="list-style-type: none"> ·Proficiency in using PC operation, such as MS Word, MS Excel and Power point ·Responsible and eager to learn ·Well-organized, detail-minded ·Good communication and interpersonal skills