



Summer Internship Programme – Insurance Industry (2023 Intake)

保險業「暑期實習計劃」(2023年)

Participating Companies & Vacancies (as at 21 June 2023)

參與機構及職位空缺 (截至2023年6月21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: - An undergraduate or postgraduate student who enrolled in a fulltime 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*: - 修讀本地教育機構提供的全日制經評審學士學位或研究院課程; 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)
Intermediary	Alea Insurance Limited	Digital Marketing Assistant	<ul style="list-style-type: none"> • Journalist, Translation, Writing, Digital Marketing. EDM content to fill the backlog for Alea followers • Insurance education section articles. General translations into Traditional Chinese, we have a bunch to work on • Translating Alea into Simplified Chinese. Case studies of clients that we can put on Alea to help with conversions 	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Extensive knowledge of social media • Driven and hard-working • Ability to take direction and multi-task
Intermediary	Alea Insurance Limited	Marketing & PR Assistant	<ul style="list-style-type: none"> • Digital Marketing, Communication, PR, Multimedia. Creating a Press Room page on Alea. Sourcing Alea Perks (Could help on Healthy Club too) • Photography of the team, flyers making, helping with presentation decks Graphics for EDM and social media • Sourcing affiliates to work with Alea. Event / Webinar support and videos creating • General PR work 	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Extensive knowledge of social media • Driven and hard-working • Ability to take direction and multi-task

Insurance	Allied World Assurance Company, Ltd	Intern – A&H	<ul style="list-style-type: none"> • Conduct research on various products i.e. Health Insurance / Travel insurance and Personal Accident Insurance • Provide product comparison and update product information • Support the team with the sales process and finish placement through TMS system on time • Provide clerical support to the team, such as filing, copying, preparation of correspondence etc. • Perform any ad-hoc duties as assigned 	/
Insurance	Allied World Assurance Company, Ltd	Intern – Casualty	<ul style="list-style-type: none"> • Conduct market research on package insurance product, present findings from product comparison and recommendations on product offerings • Provide support to project management team on online product launch • Perform statistical analysis of the SME portfolio • Provide administrative support to the team • Perform any ad-hoc duties as assigned 	/
Insurance	Allied World Assurance Company, Ltd	Intern – Motor	<ul style="list-style-type: none"> • The candidate's role is to support and assist the Hong Kong Motor Profit Centre to perform • User Acceptance Testing for setting up of Pricing and Excess terms of new vehicle models on various systems • Random checks to validate Renewal Terms • Ad-hoc analysis to support business decisions 	/
Insurance	Allied World Assurance Company, Ltd	Intern - Property	<ul style="list-style-type: none"> • Provide required support for the organization's business development team • Work under direction of the business development manager • Research competitor products and services to identify opportunities for products or services that are different from existing offerings in the market • Research and develop a database of potential clients • Assist in the creation of marketing materials, such as presentations, proposals, and brochures 	/

Insurance	Asia Insurance Company Limited	Intern	<ul style="list-style-type: none"> • To provide policy's administrative and general clerical support in business team: • Collect, register and consolidate the incoming documents • Assist in preparing correspondences, monthly reports and presentation materials • Involve in processing insurance applications • Maintain filing system • Handle data input, checking and mailing • Perform ad hoc duties as assigned by manager/ supervisor 	• Diploma or above
Insurance	Asia-Pacific Property & Casualty Insurance Co., Ltd.	Accounts Intern	<ul style="list-style-type: none"> • To assist the general account works in insurance company 	• Accounting major in post-secondary institution
Insurance	Asia-Pacific Property & Casualty Insurance Co., Ltd.	Marketing Intern	<ul style="list-style-type: none"> • To support the marketing activities in P&C Business 	• Marketing major in post-secondary institution
Intermediary	AutoMate Wealth Management Limited	Customer Service Assistant	<ul style="list-style-type: none"> • Follow up with insurance company for outstanding documents • Handle daily insurance operations for life and general insurance • Provide after-sales services to clients 	<ul style="list-style-type: none"> • Undergraduate or postgraduate • Advanced MS Excel skills

Intermediary	AutoMate Wealth Management Limited	Finance Assistant	<ul style="list-style-type: none"> • Handle routine data and journal entry • Responsible for daily cash flow and bank reconciliation • Responsible for daily accounting operations, including payments, data entry and filing 	<ul style="list-style-type: none"> • Undergraduate or postgraduate • Advanced MS Excel skills
Intermediary	AutoMate Wealth Management Limited	Policy Admin Assistant	<ul style="list-style-type: none"> • Provide clerical support such as issuing policy, policy renewal and new business in an effective and accurate manner • Handling enquiry in daily facultative inward and outward business, quotation & customer service • Follow up requests from intermediaries and internal departments 	<ul style="list-style-type: none"> • Undergraduate or postgraduate • Advanced MS Excel skills
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 2022. 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
Intermediary	BMS ASIA (HONG KONG)	Insurance Brokerage Intern	<ul style="list-style-type: none"> • Looking for student to intern with the asia private equity mergers and tax team • The role will be to support the team by conducting research, drafting and proofreading documentation, assisting on marketing initiatives to grow the business & providing administrative support 	<ul style="list-style-type: none"> • Candidates who are studying in law, finance, accounting or business related degree with strong work ethic • Strong interpersonal & communication skills who proficient in powerpoint, word and excel • Must be pro-active & willing to learn

Insurance	Bowtie Life Insurance Company Limited	Insurance Product Proposition Internship	<ul style="list-style-type: none"> • Conduct research and analysis on customer needs, market trends, and competitor offerings • Work with the product team to develop product propositions that align with customer needs and business goals • Create product roadmaps that outline the development and launch of new product propositions • Assist in the development of go-to-market strategies for new product propositions • Collaborate with cross-functional teams, including marketing, sales, and engineering, to ensure successful product launches • Assist in the development of product messaging and positioning • Monitor product performance and provide insights to the product team 	<ul style="list-style-type: none"> • Currently pursuing a Bachelor's or Master's degree in Business, Marketing, or a related field • Strong analytical and research skills • Excellent verbal and written communication skills • Self-starter with the ability to work independently and as part of a team • Strong attention to detail and organizational skills • Proficient in Microsoft Office and Google Suite • Passion for innovation and developing new ideas
Insurance	Bowtie Life Insurance Company Limited	Marketing, Branding & Growth Intern	<ul style="list-style-type: none"> • Assist in the execution of the ongoing marketing campaigns/projects including, but not limited to, events, online product promotion • Support content development for social media platforms, blog articles and other marketing materials • Prepare campaign performance evaluation by learning how to understand different marketing metrics from Google Analytics, Mixpanel and various ad platforms such as Facebook and Google Ads 	<ul style="list-style-type: none"> • Minimum commitment of 3 months and, for part-time, at least 18 hours a week • Multimedia skills such as video editing and photoshop, experience in data analytics tools, and programming skills are bonus
Insurance	Bowtie Life Insurance Company Limited	Marketing Internship – Video Content	<ul style="list-style-type: none"> • Responsible for video and relevant graphic production, subtitling • Produce copywriting for video script • Editing video via online editing tools such as Clipchamp, Canva, etc • Handle basic graphic design • Upload video to YouTube and company website 	<ul style="list-style-type: none"> • Can commit to a 3-6 months internship • Major in communications or multimedia, or equivalent experience • Good command of Chinese writing • Experience in video editing / production • Proficient in online editing tools • Art sense and graphic design is a plus • Detail-oriented, organised, able to multi-task different projects to meet deadlines independently and in a team • Passionate about AI trend and new tools
Insurance	Bowtie Life Insurance Company Limited	Operations Internship	<ul style="list-style-type: none"> • Participating in operations meetings • Participating in operation process flow design meetings • Providing documentary and clerical support • Conducting UAT tests 	<ul style="list-style-type: none"> • Detail-minded with great attention to detail • Strong analytical and research skills • Excellent verbal and written communication skills • Self-starter with the ability to work independently and as part of a team • Strong attention to detail and organizational skills • Proficient in Microsoft Office and Google Suite • Passion for innovation and developing new ideas

Insurance	Bowtie Life Insurance Company Limited	Software Engineer Intern	<ul style="list-style-type: none"> • Backend track: Develop and maintain the core system for insurance operations. You utilize and design data models, and craft according to business needs, scheduled tasks, new API endpoints, or 3rd party integrations • Frontend track: Craft new features for our internal admin portal to cater to various customer requests and day to day insurance operations • Full-stack track: A mix of the above two tracks. In fact, most of our interns choose the full stack track 	<ul style="list-style-type: none"> • Know how to use Google effectively to find the solution • LIVING IN and ELIGIBLE to work in Hong Kong
Insurance	China BOCOM Insurance Company Limited	Accounting Intern	<ul style="list-style-type: none"> • Prepare cheque register • Prepare bank reconciliation • Fixed assets register • Complete and file the claims payment form • Document filing • Other ad hoc tasks 	<ul style="list-style-type: none"> • Good command of MS Office with proficiency in Excel skill; and • Proficient in written and spoken English and Chinese
Insurance	China BOCOM Insurance Company Limited	Actuarial Intern	<ul style="list-style-type: none"> • Assist in inspecting data of IFRS17 actuarial modeling • Assist in researching RBC requirements • Calculate and analyze the company's reserves and Solvency Report, including claims statistics • Prepare various regular financial statements and actuarial reports • Handle ad-hoc projects and other duties are required 	<ul style="list-style-type: none"> • Year 2-4 Students in Actuarial Science or related discipline • Good command of MS Office with proficiency in Excel skill. • Good analytical and communication skills
Insurance	China BOCOM Insurance Company Limited	Intern, Corporate Business Development	<ul style="list-style-type: none"> • Handle administration work include but not limited to monthly report, data analysis • Understand the operation of Corporate Business Department • Performing other ad-hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Good command of spoken and written English and Chinese • Proficiency in MS Office and Chinese word processing

Insurance	China BOCOM Insurance Company Limited	Intern, IT	<ul style="list-style-type: none"> • Understand the operation of IT team • Assist in drafting internal IT policy. Prepare and assist in IT project documentation • Handle IT support work • Performing other ad-hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Engineering, Computer Science, Sciences, IT or other related disciplines • Good command of written Chinese and English and spoken Mandarin • Proficiency in MS Office and Chinese word processing
Insurance	China BOCOM Insurance Company Limited	Intern, Marketing	<ul style="list-style-type: none"> • Provide sales and administrative support to the Marketing Department • Handle administration work include but not limited to data entry, data generation and analysis • Assist in sales campaigns • Performing other ad-hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Good command of spoken and written English and Chinese • Proficiency in MS Office and Chinese word processing • Organized with good computer skills including MS Office
Insurance	China BOCOM Insurance Company Limited	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 • Perform other ad-hoc tasks as required 	<ul style="list-style-type: none"> • Students from Finance, IT, Actuarial or other related disciplines • Good command of MS Office with proficiency in Excel skill • Proficiency in spoken and written English and Chinese
Insurance	China Pacific Life Insurance (H.K.) Company Limited	Actuarial Intern	<ul style="list-style-type: none"> • Support project on IFRS 17 development, including system User Acceptance Test (UAT), data management and reconciliation, reporting process preparation, preparation of procedure manual • Support any other ad-hoc analysis and actuarial projects as required 	<ul style="list-style-type: none"> • Students in Actuarial Science or related discipline • Passing actuarial examination is advantageous • Proficient in both written and spoken English, Chinese and Mandarin • Strong summarization skill, presentation and interpersonal skills are prefer • Strong analytical and problem-solving skills • Demonstrate initiative, commitment, and responsibility as a team member
Insurance	China Pacific Life Insurance (H.K.) Company Limited	Distribution Intern	<ul style="list-style-type: none"> • Support the Marketing and Development Department in various administrative work to ensure daily operations • Support the Sales and Marketing Department in handling external and internal enquiries 	<ul style="list-style-type: none"> • Studying the full-time locally accredited bachelor degree programs, local or non-local • Studying the undergraduate degree or above insurance/ finance/ business administration/ actuarial/financial disciplines

Insurance	China Pacific Life Insurance (H.K.) Company Limited	Proposition Intern	<ul style="list-style-type: none"> • Conduct market research and product development feasibility studies • Assist in the design and innovation of new products, product descriptions and content, preparation and production of product brochures and training materials • Assist in product related system testing, updating and maintenance • Prepare management reports and presentations • Departmental administrative work 	<ul style="list-style-type: none"> • Studying the undergraduate degree or above in insurance, law, business administration, financial, actuarial management • Fluency in English and Cantonese, ability to read and write in professional Chinese and English, and ability to speak Mandarin would be an advantage • Familiar with general office software (Word, Excel, Powerpoint, Outlook, etc.) • Responsible, proactive and team-oriented
Insurance	Ching Ping An Insurance (HK) Co., Ltd	Claims Clerk	<ul style="list-style-type: none"> • Manage daily servicing and claims process of general insurances • Responsible for daily administration and documentation • Execute other ad hoc assignments as appointed by supervisor 	/
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 supervisor 	/
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 in designated teams (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 • Ad-hoc tasks assigned by the supervisor 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above • Major in Actuarial/ Statistics/ Mathematics/ Finance or equivalent disciplines • Basic knowledge of actuarial science • Pass the Actuarial related exam, e.g.P/ FM/ STAM etc. in SOA is an advantage • Knowledge of Programming (e.g. Python) is an advantage • Knowledge of Prophet is an advantage • High level of proficiency in MS Office, including Excel • Excellent command in both written and spoken English and Chinese (including Putonghua)

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Human Resources & Administration Department	<ul style="list-style-type: none"> • Provide all-round operational support to the Human Resources and Administration Department, including but not limited to recruitment, compensation and benefits administration and training • Provide support in general administration duties, such as expenses reimbursement • Provide backup support for reception • Participate in various HR and Admin projects as assigned 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, in Business Administration or other related disciplines • Attention to details, proactive with can-do attitude • Good communication skills, interpersonal skills and problem solving skills • Basic knowledge of MS Office • Excellent command in both written and spoken English and Chinese (including Putonghua)
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Legal and Compliance Department	<ul style="list-style-type: none"> • Provide overall support to the Legal and Compliance Department • Comprehensively review contracts and legal documents • Assist in legal research • Assist in drafting legal correspondence • Ad-hoc tasks assigned by the supervisor 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above • Major in Law, Business Administration, Professional Accountancy or related disciplines • Familiar with the use of MS Office & Outlook • Excellent command in both written and spoken English and Chinese (including Putonghua)
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 ad-hoc projects and other duties as required 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, in Actuarial/ Business Administration or related disciplines • Basic knowledge of MS Office • Good analytical skill and communication skills • Excellent command in both written and spoken English and Chinese (including Putonghua)
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 • Excellent command in both written and spoken English and Chinese (including Putonghua)
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing Department (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"> • Bachelor Degree 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 • Excellent command in both written and spoken English and Chinese (including 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"> • Strong communication skills • Excellent working attitude and willing to learn • Good in written and spoken English and Chinese • Good knowledge in MS Office
Insurance	Chubb Life Insurance Company Ltd	Summer Intern, Agency Sales & Promotion	<ul style="list-style-type: none"> • Work alongside experienced professionals to learn about the Insurance Industry and gain hands-on experience • Assist in daily operations and admin support as assigned • Participate in ad hoc assigned projects 	<ul style="list-style-type: none"> • Independent and detailed minded, good organization skills • Microsoft powerpoint & excel
Insurance	Chubb Life Insurance Company Ltd	Summer Intern, Human Resources	<ul style="list-style-type: none"> • Work alongside experienced professionals to learn about the Insurance Industry and gain hands-on experience • Assist in daily operations and admin support as assigned • Participate in ad hoc assigned projects 	<ul style="list-style-type: none"> • Independent and detailed minded, good organization skills • Microsoft powerpoint & excel
Insurance	Chubb Life Insurance Company Ltd	Summer Intern, Partnership	<ul style="list-style-type: none"> • Work alongside experienced professionals to learn about the Insurance Industry and gain hands-on experience • Provide the administrative and clerical support • Assist in daily operations and participate in ad hoc projects 	<ul style="list-style-type: none"> • Good interpersonal skills, independent and with high degree of responsibility • Creative with digital experience, PowerPoint & excel
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 (IT Transformation & Business Solution)	<ul style="list-style-type: none"> • Assist the team to coordinate the projects with vendors • Support the preparation of product materials and ad-hoc projects 	<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 to the team as assigned • Report preparation • Documents follow up 	<ul style="list-style-type: none"> • Proficient in Microsoft Office • Good command of written English and Chinese

Intermediary	Delta Asia Wealth Management Limited	Trainee (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 fulfilment 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"> • Associate/ Bachelor Degree in Business Administration, Economics, Finance or related discipline preferred • Excellent communication skills • Good knowledge of PC applications such Microsoft Word, Excel
Intermediary	Grandwood Insurance Brokers Limited	Insurance Broking Internship	<ul style="list-style-type: none"> • Non-client or insurer facing duties • Not involve any sales activities • Supporting to the technical brokers, perform client research, prepare submission, quote slips and client proposals 	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office, Chinese word processing
Insurance	Hannover Rück SE Hong Kong Branch	Compliance Assistant	<ul style="list-style-type: none"> • Assist in updating system and records in complying local insurance regulators 	<ul style="list-style-type: none"> • Logical, tidy, attentive to details
Insurance	Hannover Rück SE Hong Kong Branch	Underwriting Support Intern	<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	Heng An Standard Life (Asia) Limited	Intern, Human Resources	<ul style="list-style-type: none"> • Payroll preparation and final payment calculation • Support the end to end employee lifecycle process including talent acquisition, pre-employment screening, international assignment, record maintenance, employee engagement • Take up the intern ambassador role, act as their “Go-To” person for any HR issues encountered by any intern members 	<ul style="list-style-type: none"> • Basic understanding in HK employment ordinance and other related legislation • Proficiency in MS Office • Effective communicator, listener with a positive mindset

Insurance	Heng An Standard Life (Asia) Limited	Intern, Marketing	<ul style="list-style-type: none"> • Digital marketing campaigns to boost social engagement • Marketing events preparation and on-site support • Work with vendor on marketing literature production (incl. review of design, proof-reading and internal liaison) • Draft messages for social media (incl. Traditional Chinese, Simplified Chinese and English) • Handle website content updates • Support the team to compile reports 	<ul style="list-style-type: none"> • Writing skills in Chinese and English • Attention to details • Knowledge of social media platform management is a plus (on-the-job training will be provided)
Insurance	Heng An Standard Life (Asia) Limited	Intern, Operations	<ul style="list-style-type: none"> • Handle system UAT • Assist to prepare customer correspondences and internal procedure documents • Assist in data cleansing exercise • Report preparation • Other ad hoc duties 	<ul style="list-style-type: none"> • Good knowledge of MS Office • Well versed in Excel and Chinese word processing • Good command of written Chinese and English • Attentive to details
Insurance	Heng An Standard Life (Asia) Limited	Intern, Product	<ul style="list-style-type: none"> • UAT for new products (PLP or other new products), customer campaigns, Day 2 items • Concession cases 	<ul style="list-style-type: none"> • Actuarial/ Insurance background • Good communication skills • Strong excel skills • VBA skills is preferred • Have previous job experience is also preferred
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	Junior Software Engineer	<ul style="list-style-type: none"> • Working with design team and translating requirements and mock-ups 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	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	Howden Insurance Brokers (HK) Limited	Trainee (Employee Benefits)	<ul style="list-style-type: none"> • Support the Employee Benefits team with a database management system • Maintain a central record-keeping system for Employee Benefits team • Ad-hoc project support e.g. preparing proposals, reports and other relevant documents 	<ul style="list-style-type: none"> • Relevant studies in insurance is preferable • Ability to demonstrate a strong command of MS
Intermediary	Lockton Companies (Hong Kong) Limited	Regional Marketing Intern	<ul style="list-style-type: none"> • Assist in daily administrative tasks • Monitor and manage the company's social media and digital platforms • Conduct research on market trends, industry insights and customer opinions • Develop tools and methods for collecting data such as templates, surveys, opinion polls or questionnaires 	<ul style="list-style-type: none"> • Knowledge of CRM platform, InDesign or equivalent software • Illustrator, Photoshop, Word, Excel and PowerPoint • Video editing experience is an advantage • Proficient in reading, written and spoken English, Cantonese and Mandarin
Intermediary	Lockton Companies (Hong Kong) Limited	Intern (Marine)	<ul style="list-style-type: none"> • Provide administrative support to the team (e.g. maintain clients database and filing system, data entry and document processing) • Assist in preparing proposals and reports • To take on ad hoc duties as assigned 	<ul style="list-style-type: none"> • Undergraduates, preferably majoring in Logistics, Shipping or Finance • Proficient in reading, written and spoken English, Cantonese and Mandarin • Good communication and interpersonal skills

Intermediary	Lockton Companies (Hong Kong) Limited	Marketing (Health & Wellness)	<ul style="list-style-type: none"> • To work closely with Business Development and Client Management Team in supporting the design of the corporate wellness program • To assist the clients in the planning and execution of wellbeing activities including but not limited to health talks, webinars, workshops, or other ad-hoc campaigns • To support various client events and marketing activities to uplift Lockton's brand • To work closely with the Marketing Team on content development for the marketing collateral in accordance with brand guidelines • To source new vendors/ partners and maintain positive relationships with all key stakeholders including insurance companies, healthcare providers, NGOs or community partners etc. • Assist ad hoc duties as assigned 	<ul style="list-style-type: none"> • Student who are in your penultimate year of study focused on Business, Marketing, Communications, Journalism, Language • Creative, willing to learn, self-initiative & motivated, responsible and a good team player • Proficiency in spoken and written English and Chinese • Excellent interpersonal and communication skills • Well-versed in MS Office applications such as Word, Excel, PowerPoint, etc.
Intermediary	Lockton Companies (Hong Kong) Limited	Pension Consulting	<ul style="list-style-type: none"> • Perform research and analysis in the MFP space • Assist in maintaining MPF fund performance database • Help update MPF analysis reports • May perform additional projects upon request 	<ul style="list-style-type: none"> • Preferably with strong analytical, technical (Excel, PowerPoint) and organization skills • Good written and verbal communication skills (English and Chinese)
Intermediary	Lockton Companies (Hong Kong) Limited	Data and Analytics	<ul style="list-style-type: none"> • Data collection/research • Conduct survey • Prepare reports and presentations for demonstrating data analysis and ideas • Database maintenance • Develop effective reporting tools • Prepare operational manual • Monitoring individual business renewal status • Assist other duties and ad-hoc project as assigned 	<ul style="list-style-type: none"> • Willing to learn, self-initiative & motivated, responsible and a good team player • Proficiency in spoken and written English and Chinese • Excellent interpersonal and communication skills • Well-versed in MS Office applications such as Word, Excel, PowerPoint, etc.
Intermediary	Lockton Companies (Hong Kong) Limited	Intern (Human Resources)	<ul style="list-style-type: none"> • Assist in full spectrum of HR activities and projects conduct survey • Conduct market research and data analysis • Provide support and attend different training and employee events • Other ad hoc duties as assigned 	<ul style="list-style-type: none"> • Undergraduates, preferably majoring in Human Resources Management or Business Administration • Good command of spoken and written English and Chinese

Intermediary	LSC Insurance Consultants Limited	Digital Marketing Assistant	<ul style="list-style-type: none"> • Implement and execute digital initiatives in streamlining operations and marketing • Assist account executive on handling documentations and administration duties 	<ul style="list-style-type: none"> • Humble, willing-to-learn-attitude and passion to drive excellency • Communicator, detail minded on numbers • Do not require extensive knowledge on insurance
Insurance	Manulife (International) Limited	Summer Intern - Asia Tech - Support	<ul style="list-style-type: none"> • To assist with opening support tickets and assisting users with requests • Managing work requests in JIRA • Building and maintaining dashboards in Jira, Excel, and PowerBI • Maintaining support documentation in SharePoint and Confluence • Work on minor code changes / programming enhancements when required (opportunity to learn JavaScript and other similar languages) • Assisting the application support team on ad-hoc tasks as assigned 	<ul style="list-style-type: none"> • Majoring in Computer Science, Business Administration, Insurance, Marketing, Finance or related disciplines • Strong aptitude to learn • Excellent command of MS Word and PowerPoint • Good command of spoken and written English and Chinese
Insurance	Manulife (International) Limited	Summer Intern, Proposition and Product Development	<ul style="list-style-type: none"> • Assisting in the maintenance of investment choice options under our investment-linked assurance scheme platform. Tasks include updating dividend and dealing schedules, preparing website updates and policyowner notices, supporting regulatory submissions, and settling bills from third-party vendors/providers. • Supporting ad hoc tasks and projects for the department, such as stock-taking for intranet migration. 	/
Intermediary	Marsh (Hong Kong) Limited	Summer Intern	<ul style="list-style-type: none"> • Provide support on product benchmark and development • Perform data analysis, industry & new business research • Perform daily operation support, documentation, paperwork preparation and data clean-up • Provide general support for the assigned team and Practice Leader • Assist other duties and ad hoc projects as assigned • On-the-job training will be provided • Duration: Early July - End of August 	<ul style="list-style-type: none"> • University Student in Penultimate Year of Study • Good command of spoken and written English and Chinese • Proficient in MS Office applications • Good interpersonal skills which foster positive relationships and teamwork • Detail-minded and target-oriented • Willing to work in a fast-paced environment, self-motivated and able to work under pressure

Intermediary	MI Insurance Brokers Limited	Summer Intern	<ul style="list-style-type: none"> • To provide assistance to business team in data entry, filing, information gathering and presentations • To work business team to design marketing campaign for insurance products to meet company's goals • To create content and marketing material and videos in website and social media 	<ul style="list-style-type: none"> • Proficiency in PC skills, including MS Office (Word, Excel and PowerPoint) • Some knowledge in data analytics, graphic design and digital marketing is an advantage
Intermediary	Moment Consulting Company	Management Trainee	<ul style="list-style-type: none"> • Provide general clerical and office administration work • Assist with data of customer relationship management data • To take on ad hoc duties as assigned 	<ul style="list-style-type: none"> • Preferably a Degree holder or equivalent • Good knowledge in finance field • Strong communication skill
Intermediary	Moment Consulting Company	Marketing Intern	<ul style="list-style-type: none"> • Assist in daily administrative tasks • Develop and manage the social media and digital platforms • To take on duties as assigned 	<ul style="list-style-type: none"> • Preferably a Degree holder or equivalent • Good knowledge in MS Office
Intermediary	Money Concepts (Asia) Holdings Limited	Customer Support Internship	<ul style="list-style-type: none"> • Provide quality client support service to Financial Consultants • Prepare marketing materials and proposals • Participate in ad hoc projects Insurance • Remark: No sales job duties 	<ul style="list-style-type: none"> • Independent, able to work under pressure

Intermediary	Money Concepts (Asia) Holdings Limited	Secretary Internship	<ul style="list-style-type: none"> • Provide general clerical/ secretary support to Managing Director • Handle administrative and clerical duties • Maintaining and managing the diary for conferences and meetings 	<ul style="list-style-type: none"> • Organisational skills • Professional communication skills
Intermediary	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 applications, including Word, Excel and Powerpoint
Insurance	Peak Reinsurance Company Limited	Actuarial Intern	<ul style="list-style-type: none"> • Working closely with pricing and reserving teams 	<ul style="list-style-type: none"> • Studying towards actuarial science
Insurance	Peak Reinsurance Company Limited	Risk Analysis Intern	<ul style="list-style-type: none"> • Working closely with our quants risk teams covering market, credit and insurance risk 	<ul style="list-style-type: none"> • Studying towards actuarial science ideal, risk or finance also suitable

Insurance	Peak Reinsurance Company Limited	Finance Intern	<ul style="list-style-type: none"> • To support our core reporting teams, both internal, and external (including IFRS17) 	<ul style="list-style-type: none"> • Studying towards a finance focused degree
Insurance	QBE Hongkong & Shanghai Insurance Limited	Interns, Finance(1)	<ul style="list-style-type: none"> Target to assist Financial Planning & Analysis Team to accelerate the powerBI dashboard: <ul style="list-style-type: none"> • Building a sales and retention report with direct linkage to P400 • Building a BMI report with claims and commission detail on trans Target to assist FPA to accelerate the PowerBI dashboard: 	<ul style="list-style-type: none"> • Good verbal and written skill in English • Excellent interpersonal skill • Good presentation and communication skill • Sound analytical and problem solving skills • Strong execution skills Identify improvement • Learning agility • Competent in Microsoft Office, including words, excel and power point
Insurance	QBE Hongkong & Shanghai Insurance Limited	Interns, Finance(2)	<ul style="list-style-type: none"> • Preparing the formatting or initial draft of the IFRS 17 financial statements • Assist to prepare monthly Levy returns • Data checking or verification for some new reports set up • Assists on Finance Operation function like cheque processing 	<ul style="list-style-type: none"> • Good verbal and written skill in English • Excellent interpersonal skill • Good presentation and communication skill • Sound analytical and problem solving skills • Strong execution skills Identify improvement • Learning agility • Competent in Microsoft Office, including words, excel and power point
Intermediary	Quam Wealth Management Limited	Admin Intern	<ul style="list-style-type: none"> • Data maintenance of Company's Business Automation System • Undertake other admin 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 knowledge in wealth management products and willing to learn
Intermediary	Quam Wealth Management Limited	Marketing Intern	<ul style="list-style-type: none"> • Flyer and Internal e-newsletter design • Coordination between marketing department and mentor • Ad-hoc job to be assigned 	<ul style="list-style-type: none"> • Preferably a Degree holder or equivalent • Basic knowledge of financial • Proactive, excellent interpersonal skills, result-oriented and self-motivated;

Intermediary	Rare Earth Insurance Partners Limited	Broker Assistant	<ul style="list-style-type: none"> • Provide services as part of the broking team, this includes the following: • Prepare insurance slip, premium calculation and prepare summary and claim record • Ad-hoc task that assigned by broker that related to insurance coverage 	<ul style="list-style-type: none"> • Written and verbal communication skills in Cantonese, English and Mandarin • Self-motivated with a positive attitude • Knowledge using Microsoft Office Suite
Intermediary	Rare Earth Insurance Partners Limited	Finance Assistant	<ul style="list-style-type: none"> • Assist in book-keeping and clerical support related to insurance accounting 	<ul style="list-style-type: none"> • Written and verbal communication skills in Cantonese, English and Mandarin • Self-motivated with a positive attitude • Knowledge using Microsoft Office Suite and Chinese word-processing
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 	<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 Actuarial, Accounting 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 (Underwriting)	<ul style="list-style-type: none"> • Administrative support including photocopying, scanning, filing • Issuing policy schedule • Data entry & quotation registration • Reports generation • Ad-hoc task assigned by supervisor 	<ul style="list-style-type: none"> • Proficient in Microsoft Office • Good command of written English & Chinese • Knowledge in Chinese Work Processing • Insurance knowledge will be an advantage

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 • Basic computer skills, including MS Office
Intermediary	Winy Group Consultants Limited	Marketing Intern	<ul style="list-style-type: none"> • Writing and editing articles • Provide assistance in events & projects 	<ul style="list-style-type: none"> • Proficient computer skills, including MS 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 • Design training plan 	<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	Insurance Admin Intern	<ul style="list-style-type: none"> • Data Entry and perform daily administrative duties • Prepare documents for meetings 	<ul style="list-style-type: none"> • Chinese & English Word Processing • Basic computer skills, including MS Office • Good interpersonal skills and communication skills, detail-oriented
Intermediary	Yatkuen Consultant Company	Insurance Digital Marketing Intern	<ul style="list-style-type: none"> • Data Entry and perform daily administrative duties • Design & manage Social Media Platform (Facebook, Instagram, YouTube) 	<ul style="list-style-type: none"> • Chinese & English Word Processing • Basic computer skills, including MS Office • Familiar with the use of Canva
Insurance	Zurich Services (Hong Kong) Limited	Intern, Claims (BI Team Support)	<ul style="list-style-type: none"> • Participate in transformation projects in claims handling • Provide support for data issues and data related projects • Handle internal customer enquiries and help to liaise with IT on fix 	<ul style="list-style-type: none"> • Basic understanding on SDLC • Knowledge on SQL and data analytics

Insurance	Zurich Services (Hong Kong) Limited	Intern, Claims (Express)	<ul style="list-style-type: none"> • Interpret, investigate, and evaluate policies and coverage issues and claims handling of personal lines products. • Assist in the design and formulation of claims simplification process • Assist in the documentation of process mapping and user manual 	<ul style="list-style-type: none"> • Good analytical, detail-oriented, and strong team players comfortable with sharing new ideas • Good interpersonal and communication skills
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 and operation • Advise and 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, Direct and Partnership	<ul style="list-style-type: none"> • Create eDMs and landing pages, and set up eDM sending journey • Assist with data analytics of Zurich's eDM • Assist with continuous improvement of eDM conversion by conducting research 	<ul style="list-style-type: none"> • Basic understanding in operating content management systems of digital delivery channels, including web and eDM • Basic knowledge in Microsoft Dynamics 365, Microsoft Power BI, Google Analytics
Insurance	Zurich Services (Hong Kong) Limited	Intern, Finance Operation	<ul style="list-style-type: none"> • Support credit control function • Perform reconciliations with brokers' and agents' settlements to reduce unreconciled items • Participate in ad hoc duties when required 	<ul style="list-style-type: none"> • Attentive to details; with good analytical and problem solving skills • Proficient in MS Office & Outlook
Insurance	Zurich Services (Hong Kong) Limited	Intern, Human Resources	<ul style="list-style-type: none"> • Assist in Staff engagement & communication activities • Support the daily operations of HR Services • Support HR reporting with data analysis 	<ul style="list-style-type: none"> • Good analytical and problem solving skills • Pay attention to details with impeccable integrity
Insurance	Zurich Services (Hong Kong) Limited	Intern, Legal	<ul style="list-style-type: none"> • Legal research and analysis • Contract drafting and review • Translation and proof-read 	<ul style="list-style-type: none"> • Good computer literacy and research skills • With an analytical and inquisitive mind

Insurance	Zurich Services (Hong Kong) Limited	Intern, Life Strategy	<ul style="list-style-type: none"> • Help creating dashboards (PowerBI or other tools) for business users and management • Understand / investigate data issues and problem-solving • Analyze business data to identify business opportunities and support strategic planning 	<ul style="list-style-type: none"> • Analyze business data to identify business opportunities and support strategic planning
Insurance	Zurich Services (Hong Kong) Limited	Intern, Product and Proposition	<ul style="list-style-type: none"> • Assist the team 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; Self-motivated, attention to details • Strong business acumen, innovative thinking and strong team players, comfortable with sharing new ideas
Insurance	Zurich Services (Hong Kong) Limited	Intern, Retail Services	<ul style="list-style-type: none"> • Support daily business transactions under Retail Services • Assist Retail Service Management Manager in executing various automation and service improvement initiatives • Assist the department on various User Acceptance Tests (UAT) 	<ul style="list-style-type: none"> • Proactive, self-motivated and passionate in learning • Strong analytical, problem solving, and communication skills
Insurance	Zurich Services (Hong Kong) Limited	Intern, Underwriting	<ul style="list-style-type: none"> • Assist underwriters in gathering and analyzing data on potential risks and clients • Review applications and help to assess potential risk and determine appropriate coverage • Assist in preparation of underwriting reports and presentation 	<ul style="list-style-type: none"> • Analytical and problem-solving skills • Excellent written and verbal communication skills (Chinese and English)

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