

## Work and Learn Programme - Insurance Industry (July 2017 Intake)

### 保險業「進修實習計劃」(2017年11月招生)

#### Participating Companies & Vacancies (as at 21 August 2017)

#### 參與機構及職位空缺 (截至2017年8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 WLP: - Degree holder; or - Higher Diploma holder with more than 1 year work experience) 職位要求 (進修實習計劃基本要求*: - 持有學士學位;或 -持有高級文憑及具一年或以上經驗)
Professional Brokerage	Apex Insurance Brokers Limited	Technical Representative (Vacancy Available: 1)	• Manage daily servicing process of commercial general insurances for our clients	<ul style="list-style-type: none"> <li>• Form 7 graduate or above, passed in IIQE Paper 1, 2 and 3</li> <li>• Strong communication, interpersonal and customer service skills</li> </ul>
Professional Brokerage	Apex Insurance Brokers Limited	Clerk (Vacancy Available: 1)	• Clerical work, filling, photocopying etc.	<ul style="list-style-type: none"> <li>• Form 5 or above</li> <li>• Knowledge in computer usage, responsible &amp; hardworking</li> </ul>
YIE	Aviva Life Insurance Company Limited	Actuarial Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Assist in various internal and external actuarial reporting</li> <li>• Assist in actuarial system maintenance</li> <li>• Work on ad-hoc projects such as GN16 regulatory compliance</li> </ul>	<ul style="list-style-type: none"> <li>• University graduate in actuarial science, maths or business</li> <li>• Strong Excel skill, fluent, good spoken and written English and Chinese</li> </ul>

YIE	Aviva Life Insurance Company Limited	Contact Centre and Service Quality Officer (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Provide outstanding service to intermediaries and customers</li> <li>• Handle internal and external customers' enquiries</li> <li>• Provide support to operation team</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma or above, IIQE papers 1, 3 &amp; 5</li> <li>• Call centre experience, customer focused, fluent in English and Chinese</li> </ul>
YIE	Aviva Life Insurance Company Limited	Policy Servicing Executive (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Handle and monitor the process of policy administration and servicing</li> <li>• Review and update operational manual and control procedures</li> <li>• Assist in ad-hoc projects</li> </ul>	<ul style="list-style-type: none"> <li>• University graduate, life insurance policy administration experience a plus, strong customer service skill</li> <li>• Knowledge of MS Office tools, good spoken and written Chinese and English</li> </ul>
YIE	Blue Cross (Asia-Pacific) Insurance Limited	Actuarial Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Handle monthly valuation and reinsurance valuation for Long Term business and General Insurance business</li> <li>• Enhance and maintain valuation system and reinsurance system</li> <li>• Prepare regulatory report for long term business and support to the preparation of regulatory report for general insurance</li> </ul>	<ul style="list-style-type: none"> <li>• University degree in relevant disciplines with considerable additional practical experience</li> <li>• Proactive, self-initiatives and teamwork required</li> <li>• Creative, analytical and problem solving skills</li> <li>• Proficiency in Microsoft Word/ Excel/ PowerPoint</li> </ul>
YIE	Blue Cross (Asia-Pacific) Insurance Limited	Customer Services Representative (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Handle phone-in, walk-in enquiries</li> <li>• Handle email correspondences</li> <li>• Coordinate with teammates to provide timely and quality services to our customers</li> <li>• Handle and support any ad-hoc projects or tasks as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Good customer service skill, communication skill and telephone manner</li> <li>• Customer focused, positive attitude, self-motivated and willing to learn</li> <li>• Proactive, detail-oriented and able to work under pressure in a dynamic and changing environment</li> <li>• Good problem-solving capabilities</li> <li>• Good command of spoken and written English and Chinese</li> <li>• Proficiency in Microsoft Word / Excel</li> </ul>

YIE	China BOCOM Insurance Company Limited	Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• The successful candidate will be responsible for handling underwriting &amp; reinsurance administration or claims related duties in our Underwriting and Claims Department, and will be given access to career development support and exposure to our business operations</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor degree holder, or Higher Diploma holder with more than one year work experience in general insurance industry</li> <li>• Aggressive, proactive at work &amp; result - oriented</li> <li>• Able to work independently and ahead of deadline</li> <li>• Good command of spoken and written English and Chinese</li> <li>• Proficiency in MS Office (e.g. Word, Excel) and Chinese word processing</li> </ul>
YIE	China Taiping Insurance (HK) Company Limited	Marine Hull Underwriting Assistant (Vacancy Available: 2)	<ul style="list-style-type: none"> <li>• Provide underwriting and clerical support to Underwriters</li> <li>• Manage effective underwriting record</li> <li>• Ensure all underwriting data is accurately kept up-to-date and entered into system</li> <li>• Assist in following up underwriting outstanding issues</li> <li>• Assist in providing quality service to clients / brokers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor degree or other recognised insurance qualifications</li> <li>• 1 - 2 years relevant working experience preferably from marine insurance / shipping industry</li> <li>• Proficiency in MS Office applications</li> <li>• Organised, independent and a good team player</li> <li>• Good communication and interpersonal skills to deal with internal and external parties</li> <li>• Confident in mastering data integrity and sensitive to numbers</li> <li>• Good command of spoken and written English, Mandarin and Cantonese</li> </ul>
YIE	China Taiping Insurance (HK) Company Limited	Underwriting Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Assist in handling and developing special line business</li> <li>• Assist in risk evaluation and risk control</li> <li>• Assist in conducting business analysis and statistical work</li> <li>• Assist in internal and external business communication</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor or higher degree</li> <li>• 1 - 2 years relevant working experience in underwriting or claim handling would be a plus</li> <li>• Good at statistics analysis</li> <li>• Proficiency in MS office applications</li> <li>• Good interpersonal &amp; communication skills with great team spirit</li> <li>• Positive working attitude, able to complete task in responsibility, as well as proactive thinking ability</li> <li>• Good command of spoken and written English, Mandarin and Cantonese</li> </ul>

YIE	Dah Sing Insurance Company (1976) Limited	Trainee - Claims (Vacancy Available: 1)	<p>You will be providing support to the Claims Team on daily operation basis:</p> <ul style="list-style-type: none"> <li>• Provide clerical support in processing and settling insurance claims</li> <li>• Process simple general insurance claims</li> <li>• Verification of claims particulars to ascertain coverage</li> <li>• Assess simple claims</li> <li>• Prepare claims letter</li> </ul>	<ul style="list-style-type: none"> <li>·University students</li> <li>·Mature, self-motivated, hardworking and willing to learn</li> <li>·Good interpersonal and communication skills</li> <li>·Proficient in MS Office and Chinese words processing</li> </ul>
YIE	Dah Sing Insurance Company (1976) Limited	Trainee - Customer Services (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Provide quality pre-sale and post-sale services</li> <li>• Ensure the best practice of customer services and maintain the excellent services level</li> <li>• Support bank and alternative channels by providing assistance and operation support to bank sales staff and direct customers</li> <li>• Develop the sales of personal insurance businesses for the direct channel</li> <li>• Handle special projects / initiatives as assigned by the management from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Post-secondary or above</li> <li>• Mature, self-motivated, hardworking and willing to learn</li> <li>• Good customer services and communication skills</li> <li>• Good command of both written and spoken English and Chinese</li> <li>• Calm composure and detail-oriented</li> </ul>

YIE	Dah Sing Insurance Company (1976) Limited	Trainee - Underwriting (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>You will be providing support to the Underwriting Team for performing underwriting assessment on new and renewal business</li> <li>You will also assist in Underwriting Guideline review process and other ad hoc projects as assigned</li> </ul>	<ul style="list-style-type: none"> <li>University students, relevant professional qualification (e.g. ANZIIF, ACII) is an advantage</li> <li>Mature, self-motivated, hardworking and willing to learn</li> <li>Energetic and outgoing</li> <li>Good interpersonal and communication skills</li> <li>Fluent in Cantonese and English, Mandarin is an advantage</li> <li>Good PC skills especially in Excel and Chinese words processing</li> <li>Good analytical skills and high level of integrity</li> </ul>
YIE	FWD Life Insurance Company (Bermuda) Limited	Trainee, General Insurance (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>Handle claims registration/ transactions e.g. systems inputs and provide miscellaneous administrative support to the team.</li> <li>Provide clerical support in claims processing such as record keeping and update, processing of payment, cheque requisition &amp; etc.</li> </ul>	<ul style="list-style-type: none"> <li>Good command of both spoken and written English &amp; Chinese</li> <li>Proficient in MS Office tools, Chinese word processing and internet search</li> <li>Pleasant and helpful attitude</li> <li>Logical thinking with common sense</li> <li>Willing to learn</li> </ul>
YIE	FWD Life Insurance Company (Bermuda) Limited	Trainee, Life Operations (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>Assist in different areas of operations (e.g. policy administration, claims and underwriting)</li> <li>Clerical support includes but not limited to data entry, filing and scanning</li> <li>Participate and coordinate in various projects</li> </ul>	<ul style="list-style-type: none"> <li>Pleasant, proactive and team player</li> <li>Customer centric, demonstrates openness and passions in insurance industry</li> <li>Ability to implement change in a rapid growing organization</li> <li>Good knowledge of PC and proficient in MS Office tools</li> </ul>

YIE	Generali Worldwide Insurance Company Limited	Administrator (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Customer Services - deal with incoming emails and calls from Policyholders and Brokers.</li> <li>• Process policy transactions (e.g. change of address, surrenders etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Fluent in written and spoken English</li> <li>• Mandarin is not essential but preferable</li> </ul>
YIE	Hong Leong Insurance (Asia) Limited	Assistant Officer - Sales Support (Vacancy Available: 2)	<ul style="list-style-type: none"> <li>• Handle customer communications from all channels</li> <li>• Execute call centre administrative and non-sales duties</li> <li>• Support call centre business and system UAT</li> </ul>	<ul style="list-style-type: none"> <li>• F.5 or above with good telephone manner and communication skill.</li> <li>• Proficient in Cantonese, English and Putonghua</li> </ul>
YIE	Liberty International Insurance Limited	Assistant Officer - Claims (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Process on general (non-life) insurance claims such as maid (domestic helper), motor windscreen, inward reinsurance claims</li> <li>• Answer and direct incoming telephone calls to respective claim staff for handling</li> <li>• Collect police record/documents from Police Station/ Headquarter and perform general administrative tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Associate Degree or above with 1-2 years' working experience in general insurance company</li> <li>• Possess claims experience will be an advantage</li> <li>• Excellent interpersonal and communications skills, PC &amp; CS skills</li> </ul>

Professional Brokerage	Lockton Companies (Hong Kong) Limited	Account Executive (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To support the accounts managers on the day to day client servicing duties to the clients</li> <li>• To liaise or follow up with the insurers for insurance documents</li> <li>• To support the account managers in billing &amp; record management</li> <li>• To provide clerical support to the team</li> <li>• To take up other duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• University graduate or equivalent in any discipline</li> <li>• Knowledge on insurance products will be an advantage</li> <li>• Good MS Office applications</li> <li>• Good spoken &amp; writing skills in both English &amp; Chinese</li> <li>• Proactive, hardworking and willing to learn</li> </ul>
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Customer Service Officer (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Provide quality client support, prepare proposals &amp; meeting report</li> <li>• Follow up clients' enquiries and build long-term relationship with clients</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills in Microsoft Office required</li> <li>• Good communication and interpersonal skills, self-management, insurance experience preferred</li> </ul>
Professional Brokerage	Morality & Honesty Insurance Broker Limited	Insurance Advisor (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Handle new application and after sales services</li> <li>• Training and marketing</li> <li>• Business development</li> </ul>	<ul style="list-style-type: none"> <li>• Hardworking, independent and mature</li> <li>• Good interpersonal skill, fluent in English and Putonghua</li> </ul>
Professional Brokerage	Sincere Will Insurance Brokers Limited	Marketing Assistant (Vacancy Available: 2)	<ul style="list-style-type: none"> <li>• Assist Marketing Team on business development</li> <li>• Assist Operating Department on insurance policies administration</li> <li>• Assist Finance Department on claims management</li> </ul>	<ul style="list-style-type: none"> <li>• University degree holder</li> <li>• Outgoing character</li> </ul>

Professional Brokerage	Sun Flower Insurance Brokers Limited	General Insurance Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Process and approve cases for new business of General Insurance division</li> <li>• Manage and act as one of the focal point persons to support the team including new application, policy servicing, payment related questions and other enquiries</li> <li>• Respond to enquiries and provide professional and accurate response in accordance with agreed service standard</li> <li>• Liaise with the team on pending cases and service requests</li> <li>• Assist in preparation of monthly operations reports for management purposes</li> <li>• Being the liaison to cooperate with different internal departments as well as external parties for business support purposes</li> <li>• Analyse different types of products</li> <li>• Assist the team to handle enquiries</li> </ul>	<ul style="list-style-type: none"> <li>• HKCEE / DSE or above with English subject passed</li> <li>• Preferable in general insurance field</li> <li>• Good command of both written and spoken English and Mandarin</li> </ul>
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\* Experienced candidates with insurance background who do not meet the academic requirements, i.e., being a degree holder or a higher diploma holder will also be considered on a case by case basis by the Employer.

僱主或會個別考慮學歷未達到上述要求的申請人，即未持有學士學位或高級文憑學歷，惟相關申請人必須具備保險方面的工作經驗。

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