

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"> • Form 7 graduate or above, passed in IIQE Paper 1, 2 and 3 • Strong communication, interpersonal and customer service skills
Professional Brokerage	Apex Insurance Brokers Limited	Clerk (Vacancy Available: 1)	• Clerical work, filling, photocopying etc.	<ul style="list-style-type: none"> • Form 5 or above • Knowledge in computer usage, responsible & hardworking
YIE	Aviva Life Insurance Company Limited	Actuarial Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> • Assist in various internal and external actuarial reporting • Assist in actuarial system maintenance • Work on ad-hoc projects such as GN16 regulatory compliance 	<ul style="list-style-type: none"> • University graduate in actuarial science, maths or business • Strong Excel skill, fluent, good spoken and written English and Chinese

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

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

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

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

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

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

Professional Brokerage	Sun Flower Insurance Brokers Limited	General Insurance Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> • Process and approve cases for new business of General Insurance division • 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 • Respond to enquiries and provide professional and accurate response in accordance with agreed service standard • Liaise with the team on pending cases and service requests • Assist in preparation of monthly operations reports for management purposes • Being the liaison to cooperate with different internal departments as well as external parties for business support purposes • Analyse different types of products • Assist the team to handle enquiries 	<ul style="list-style-type: none"> • HKCEE / DSE or above with English subject passed • Preferable in general insurance field • Good command of both written and spoken English and Mandarin
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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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