

Work and Learn Programme - Insurance Industry (Nov 2018 Intake)

保險業「進修實習計劃」(2018年11月招生)

Participating Companies & Vacancies (as at 21 August 2018)

參與機構及職位空缺 (截至2018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)
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 Microsoft Office tools (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 Microsoft Office tools • 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
Professional Brokerage	Everbest Insurance and Financial Services Limited	Accounting Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> • To prepare monthly accounting and financial schedules • To prepare management report and budget • To handle petty cash and other ad-hoc assignment • To handle full set accounting and commissions calculations 	<ul style="list-style-type: none"> • LCC Intermediate level or above is preferred • Detail-minded and well-organised • Outgoing with good written & spoken English, Cantonese & Mandarin
Professional Brokerage	Everbest Insurance and Financial Services Limited	Sales Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> • To provide support to the sales & marketing team to meet the needs of corporate and individual clients • To follow up client's application according to compliance and standard sales process • To update sales & marketing materials of products & sales process of all insurers or partners 	<ul style="list-style-type: none"> • From PRC or HK University is welcome • Good written and verbal communication skills in English, Cantonese & Mandarin • Excellent communication and interpersonal skills
Professional Brokerage	Everbest Insurance and Financial Services Limited	Customer Service Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> • To assist the customer service offices to handle MPF administrative, corporate and individual after sales service and general office work etc. • To support to sales & marketing team and corporate clients 	<ul style="list-style-type: none"> • Detail-minded and well-organised • Good written & verbal communication skills in English, Cantonese & Mandarin

YIE	FWD Life Insurance Company (Bermuda) Limited	Trainee, General Insurance (Vacancy Available: 1)	<ul style="list-style-type: none"> • Support the sales and marketing team • Assist the Account Manager to handle quotation • Process sales administration and clerical works • Participate in small projects • Conduct simple research through internet or broker 	<ul style="list-style-type: none"> • Good command of both spoken and written English and Chinese • Proficient in MS Office tools, Chinese word processing and internet research • Pleasant and helpful attitude • Willing to learn new things and accept different tasks
YIE	Hong Leong Insurance (Asia) Limited	Assistant Officer - Sales Support (Vacancy Available: 1)	<ul style="list-style-type: none"> • Handle customer enquiries and requests via various channels • Provide high standard service and support to customers • Perform call centre related administrative duties and • Ad-hoc business support 	<ul style="list-style-type: none"> • Passed in IIQE Paper 1, 2 and 3 • 1-2 years of hotline working experience in the insurance industry • Good telephone manner and effective communication skills • Proficient in English and Chinese (Putonghua is an advantage)
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 Microsoft Office tools • Good spoken & writing skills in both English & Chinese • Proactive, hardworking and willing to learn
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Administrative Officer (Vacancy Available: 1)	<ul style="list-style-type: none"> • Administrative and clerical duties, including filling data input • Office support and outdoor duties, faxes and mails handling • Phone calls handling and other ad-hoc daily operation services 	<ul style="list-style-type: none"> • Independent, self-motivated, hardworking and able to work under pressure • IT skills are preferred

Professional Brokerage	Money Concepts (Asia) Holdings Limited	Customer Service Officer (Vacancy Available: 1)	<ul style="list-style-type: none"> • Provide quality client support, prepare proopsals & meeting report • Follow up clients' enquiries and build long-term relationship with clients 	<ul style="list-style-type: none"> • Computer skills in Microsoft Office tools required • Good communication and interpersonal skills • Self-management • Insurance experience preferred
Professional Brokerage	Nova Insurance Consultants Limited	Executive Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> • Responsible for customer services and sales administration of commercial and corporate clients • Support account manager in preparation of business proposal and client presentation materials • Coordination with product providers (e.g. insurers) 	<ul style="list-style-type: none"> • Degree or Higher Diploma holder • Fluent in written and spoken English and Chinese • Knowledge of Excel and MS Word
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"> • English subject passed • Preferable in general insurance field • Good command of both written and spoken English and Mandarin

YIE	Target Insurance Company Limited	Claims Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> • Assist in general claims handling • Assist in coordinating work with Underwriting and Accounting • Assist in compiling and analysis of claims related statistics and projects • Handle ad hoc projects and assignments 	<ul style="list-style-type: none"> • Higher Diploma or above • Positive in attitude and hard working • Sufficient English and Chinese language skill • Good PC skills in MS Word, Excel & Chinese Word Processing • Good interpersonal and communication skills • Good team player
YIE	Target Insurance Company Limited	Customer Services Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> • Responsible for handling customer contacts (both inbound & outbound in telephony and other medias) • Provide excellent customer experience to all contacts • Follow operational guidelines in accordance with company's requirements and procedures • Handle daily customer enquiries and correspondences from call center in professional manner • Perform administrative duties related to service support 	<ul style="list-style-type: none"> • Higher Diploma or above • Positive attitude, cheerful manner, with desire to serve people and self-motivated • Strong sense of data integrity • Good communication skills in English, Cantonese and Mandarin • Proficient in MS Office
YIE	Target Insurance Company Limited	Management Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> • Assist in different department and attend industry training and earn your professional insurance license and qualification • Gain hands-on experience and build credibility by doing the job you will manage in the future • Be mentored by management of Target Insurance • Build your ability to contribute in team' motivate, inspire and develop a team • Work on real life business projects and make meaningful contributions • Demonstrate your ability to achieve top results 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Business, Insurance or related field • At least a 3.0 cumulative undergraduate GPA • Demonstrated leadership experience on campus, within the community and/or at work • Well-developed analytical, problem-solving and decision-making skills • Strong communication, relationship building and organizational skills • Proficiency in written and spoken Chinese (Cantonese & Putonghua & English)

* 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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