

Work and Learn Programme - Insurance Industry (Mar 2018 Intake)
保險業「進修實習計劃」(2018年3月招生)

Participating Companies & Vacancies (as at 8 December 2017)
參與機構及職位空缺 (截至2017年12月8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	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 skill in Microsoft Excel, 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"> • Passed in IIQE paper 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 Microsoft Office tools, good spoken and written Chinese and English

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

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 Microsoft Office tools • 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 Microsoft Office tools and Chinese words processing
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 Microsoft Excel and Chinese words processing • Good analytical skills and high level of integrity

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
Professional Brokerage	Hong Kong Actuarial Insurance Consultants Company Limited	Management Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> • Legal & Compliance Management • HR Management • Account and Financial Management 	<ul style="list-style-type: none"> • Outgoing • Willing to learn • HTML, PHP, VBA preferred
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"> • Good telephone manner and communication skill. • Proficient in Cantonese, English and Putonghua

YIE	Liberty International Insurance Limited	Assistant Officer, Operation (Vacancy Available: 1)	<ul style="list-style-type: none"> • Input policy data and verify details on application / closing instructions before processing • Handle new and renew policy issuance, endorsement and cancellation of existing policies • Prepare for policy renewals in an efficient and effective manner • Handle enquires from internal, e.g. claims team, and/or external, e.g. producers • Dispatch policy documents and perform other administrative work 	<ul style="list-style-type: none"> • Minimum 1 year relevant experience • Detail oriented, well-organized and able to work independently • Proficient in Microsoft Word and Excel • Must be team player • Immediate available is highly preferred
YIE	Liberty International Insurance Limited	Officer, Customer Service (Vacancy Available: 2)	<ul style="list-style-type: none"> • Provide quality and professional customer hotline service in life & medical department within established turnaround standard and service level agreement • Handle incoming enquiries for life & medical products, policy administration and complaints from brokers and direct clients • Ensure daily work management is maintained - hotline, voice mail, email enquiry • Follow up and liaise with relevant parties (such as supervisor, team leader or back office) to meet customers' needs • Assist in ad hoc projects assigned by supervisor for operation and service enhancement • Perform ad-hoc task as required 	<ul style="list-style-type: none"> • Bachelor's degree with minimum 2 years working experience in customer service, preferably in insurance or banking industry • Familiar with call center operation workflow and procedures is an asset • Knowledge in wide range of medical & life insurance products will be an advantage • Good communication and complaint handling skill • Excellent spoken and written English is necessary, Putonghua is preferred • Customer-oriented, pleasant and willing to learn • Self-motivated team player with strong sense of ownership • PC proficiency in Microsoft Office tools • Candidate with more experience may be considered as Senior Officer

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

* 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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