



Asia Insurance Co., Ltd., a wholly owned subsidiary of Asia Financial Holdings Ltd. (SEHK: 662), is principally a general insurer. We are now one of the leading insurance companies in Hong Kong, with a reputation for being professional and progressive. Our service network has expanded from Hong Kong to Macau, Taiwan and other areas in Asia.

Looking ahead, we aim to work together with our colleagues to continuously improve our service quality, expand our product range and diversify into new territories. We look forward to bringing a prosperous future to our company and Hong Kong.

To cope with our business expansion, we are now inviting high caliber candidates for any of the functions below:

CURRENT VACANCIES

ACCOUNTS CLERK / EXECUTIVE TRAINEE

MARKETING ASSISTANT (Employee Benefits)

ADMINISTRATOR (Employee Benefits)

UNDERWRITING CLERK

All information provided by applicants will be used in the strictest confidential in accordance with the employer's personal data policy, and will be handled by authorized personnel for recruitment-related purposes only. Applicants may be considered for other suitable positions within the Company and our subsidiary or associate companies over a four-month period, after which their personal data will be destroyed.



ACCOUNTS CLERK / EXECUTIVE TRAINEE

(Job Ref: AI/ACCLET/WS)

Job Description

The incumbent will be responsible for account receivables, account payables and general ledger; assist management in preparing financial reports / management reports.

Qualification Requirements

- F.5 graduate with LCC Intermediate or above
- 1 - 2 years relevant experience
- Hands-on PC skills in MS Word and MS Excel
- Good interpersonal and communication skills
- Organized, responsible and careful
- Immediate available is preferred
- University graduate in Accounting or Finance will be considered as Executive Trainee

At **Asia Insurance Co., Ltd.**, we are committed to offer good career prospects, 5 days week, 16 days Annual Leave, competitive remuneration and benefits package.

Interested parties may apply with full resume including present & expected salary, contact phone number, job reference code above and send it to **Human Resources Department, Asia Insurance Co., Ltd., 8/F 118 Connaught Road West, Sheung Wan, Hong Kong**. Alternatively, you may send your application to the e-mail address: hr-asiains@afh.hk. Applicants who are not contacted within one month may consider their applications unsuccessful.

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MARKETING ASSISTANT (Employee Benefits)

(Job Ref: AI/MAEB/WS)

Job Description

- Provide administrative support in marketing and customer service (including preparation of proposals, presentations and quotations etc.)
- Assist manager in maintaining business portfolio to achieve the target of the Department and the Company
- Assist manager on ad hoc projects

Qualification Requirements

- Form 7 or above with recognized insurance qualification is preferable
- 1 - 2 years experience in insurance or marketing field
- Proficient communication, interpersonal & customer service skills
- Good command of spoken and written English and Chinese
- Hardworking and responsible

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ADMINISTRATOR (Employee Benefits)

(Job Ref: AI/CLEB/WS)

Job Description

- To provide policy's administrative and general clerical support in policy admin. team
- To maintain filing system
- To handle data input, checking and mailing
- Be able to communicate with different parties via phone calls and/or emails in professional manner
- Coordinate and follow up on customer service and circulation inquiries
- Perform ad hoc duties as assigned by manager

Qualification Requirements

- Form 5 or above
- 1 – 2 years related experience is preferred
- Excellent attention to details and high accuracy
- Hands-on PC skills in MS Word and MS Excel
- Strong customer service mindset, organized and responsible
- Good interpersonal and communication skills
- Fast & accurate typing in 60wpm/45wpm (Eng./Chin.) is preferred
- On the job training will be provided
- Immediate available is preferred

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UNDERWRITING CLERK

(Job Ref: AI/UWCL/WS)

Job Description

The incumbent will be responsible for providing clerical support including data input, filing, etc.

Qualification Requirements

- Form 5 or above
- IIQE qualification is preferred but not a must
- Excellent attention to details and high accuracy
- Hands-on PC skills in MS Word and MS Excel
- Good interpersonal and communication skills
- Fast & accurate typing in 60wpm/45wpm is preferred
- Immediate available is preferred

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