



**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**

**SENIOR IT SUPPORT SPECIALIST**

**IT APPLICATION ANALYST**

**CLAIMS ADMINISTRATOR**

**ADMINISTRATOR (Employee Benefits)**

**UNDERWRITING CLERK**

**ACCOUNTS CLERK / EXECUTIVE TRAINEE (Accounts)**

*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.*

## SENIOR IT SUPPORT SPECIALIST

(Job Ref: AI/ ITS/WS)

### Job Summary

Our company needs an experienced IT Support Specialist who can provide design, installation, maintenance and support service for the entire network and desktop environment of the company. The successful candidate will be required to handle network changes, monitor technology trends and make recommendations on incorporating new technology into the company's existing platforms. If you have previous experience in that IT position, please apply today.

### Responsibilities and Duties

- Responsible for the ongoing maintenance and future planning needs of the company's network and desktop environment
- Collaborate with existing vendors to evaluate the new technology that is available and make recommendations to management on using that technology
- Monitor the performance of the company's desktop infrastructure and make suggestions for improving efficiency
- Evaluate applications and software patches for desktop applications to see if they will solve desktop issues
- Provide guidance to IT Support Specialist to troubleshoot hardware and software problems in person and remotely

### Qualification and Skills

- Minimum 5 years' experience in IT support engineering
- Proven ability to offer high level desktop support in the company environment of 200 users
- Demonstrated ability in desktop and network design
- Degree or Higher Diploma in Computer Science, Information Systems or relevant discipline
- MCSE, MCSA or other related certifications as advantageous

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](mailto:hr-asiains@afh.hk). Applicants who are not contacted within one month may consider their applications unsuccessful.

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## IT APPLICATION ANALYST

(Job Ref: AI/ITAA/WS)

### Job Summary

Our company needs an IT Application Analyst to join our IT team. We are looking for a professional with experience in both information technology and business administration in general insurance industry. The successful applicant will serve as the liaison between the business users and IT vendors of our company. The ideal candidate for this position is detail-oriented and highly innovative. He or she will also be responsible for translating business needs to IT solutions, and vice versa, with current programs, projects and initiatives in mind.

### Responsibilities and Duties

#### IT Operations related

- Understand the business and design applications based on the combination of system and business needs
- With regards to the application development, confirm and evaluate the results of the IT vendors' implementation
- Responsible for application support and operations

#### IT Projects related

- Develop an overall project plan, including the work of the business departments
- Based on the requirements for quality, cost and delivery of the project, develop and effectively manage Project management plan
- Manage and evaluate progress of the development project

## Qualification and Skills

- Minimum 3 years' experience in software application development and/or application support, in general insurance industry as advantageous
- Experience in Database (SQL, PLSQL) skills
- Understanding of Software Design, Agile Development, Database Design and User Experience
- Experience with support in Core Java, JSP, JSF, CSS, HTML, XML/JSON
- Experience in enterprise web/app and system integration projects
- Good communication skills in both English and Cantonese
- Strong organizing skills, fundamental analytical and conceptual thinking skills
- Good documentation skills
- Degree or Higher Diploma in Computer Science, Information Systems or relevant discipline
- Candidates with detailed mind and passions but with less experience in general insurance industry would also be considered

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# CLAIMS ADMINISTRATOR

(Job Ref: AI/CAS/WS)

## Job Description

The incumbent will handle full sets of claims in compliance with company instructions:

- Coordinate the process
- Examine the documents
- Undertake claims investigations
- Evaluate the payment and make recommendations
- Negotiate with relevant parties
- Carry out claims settlement
- Provide assistance in ad hoc project

## Qualification Requirements

- Degree / Higher Diploma in Business or Finance
- Professional qualifications (i.e. ACII or ANZIIF etc.) will be an advantage
- 2-3 years relevant experience
- Good command of both written and spoken English
- Mature and able to work independently

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## ADMINISTRATOR (Employee Benefits)

(Job Ref: AI/EBCL/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

### 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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## ACCOUNTS CLERK / EXECUTIVE TRAINEE (Accounts)

(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

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