

Job Advertisement

| Company Details | |
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| Company Name | YF Life Insurance International Ltd. |
| Company Description | <p>YF Life Insurance International Ltd. is a major life insurance company in Hong Kong and Macau, providing one-stop risk- and wealth-management services. Our scope of business ranges from insurance, investment, and retirement to MPF.</p> <p>To cope with our business expansion, we now invite dynamic and highly motivated individuals to join and grow with us.</p> |
| Location | Wanchai |
| Classified Start Date | 08/08/2019 |
| Job Details | |
| <input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line) | |
| Position | Assistant Officer |
| Department | Agency Administration |
| Job Description/ Duties | <ul style="list-style-type: none"> - Assist in various aspects of documentation and administrative work for the agency force - Maintain full records of financing package and ensure distribution remuneration is handled in accordance with Company policies - Maintain and monitor the usage of compensation-related reports to meet the needs of Distributions and Management - Maintain and enhance compensation system for operations and management purpose |
| Requirements | <ul style="list-style-type: none"> - University graduate - At least 2 years relevant experience of agency administration in insurance industry - FLMI professional qualification is an advantage - Team player with excellent interpersonal and communication skills - Hardworking and meticulous to details - Fluency in both written and spoken English |

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| | - Fresh graduate will be considered as Administrative Assistant |
| Application Method | Interested parties please send <u>full resume, with academic results, current and expected salary</u> to recruit@yflife.com . <i>All information received will be used for recruitment purposes only.</i> |
| Application Deadline | 09/08/2019 |
| Year(s) of Working Experience | 2 years relevant experience of agency administration in insurance industry |
| Employment Type | Full Time |
| Additional Benefits | Attractive salary and fringe benefits, including 5-day work week, medical, life insurance, annual leave, pension scheme and training subsidies, etc. will be offered to this permanent appointment. |