

## Job Advertisement

<b>Company Details</b>	
Company Name	Chubb Insurance Hong Kong Limited
Company Description	Chubb is the world's largest publicly traded property and casualty insurer. With both general and life insurance operations, Chubb has been present in Hong Kong SAR for more than 90 years via acquisitions by its predecessor companies. Its general insurance operation in Hong Kong SAR (Chubb Insurance Hong Kong Limited) is a niche and specialist general insurer. The company's product offerings include property, casualty, marine, financial lines and consumer lines designed for large corporates, mid-sized commercial & small business enterprises as well as retail customers. Over the years, it has established strong client relationships by offering responsive service, developing innovative products and providing market leadership built on financial strength.
Location	Quarry Bay
<b>Job Details</b>	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Intermediary / Sales Position (Front-line)	
Position	Assistant Project Manager, Business Change and Reengineering
Department	Operations
Job Description/ Duties	<b>Job Description and Responsibilities:</b> <ul style="list-style-type: none"><li>• Work with Regional and Local counterparts to implement process improvement strategies for Hong Kong business and operation teams</li><li>• Facilitate in defining scope of each initiative/project in collaboration with program manager and local business leads</li><li>• Develop and execute detailed work plans as per agreed timeline and budgets, and collect</li></ul>

	<p>detailed user and resource requirements</p> <ul style="list-style-type: none"> <li>• Align the company objectives and measurement upon which the projects will be evaluated as completion</li> <li>• Provide or assist in before-implementation trainings to all relevant parties and ensure clear roles and responsibilities, procedures and workflows</li> <li>• Develop and review business requirement documents to ensure alignment between business users and IT on user requirements</li> <li>• Coordinate with regional and local IT team in understanding user requirements, impact analysis and developing solution to address business needs</li> <li>• Assist in carrying out business impact assessment, facilitate project manager and business users to define system testing scenarios, UAT test cycles, prepare test cases and expected outputs</li> <li>• Coordinate business verification testing to ensure overall efficiency, functionality and user friendliness of process and system enhancement</li> <li>• Prepare training materials and conduct training to end users</li> <li>• Assist in identifying areas of improving operations efficiencies, development of process flow, procedure manual and training to the team</li> <li>• Support business users on change requests and system usage issues</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Bachelor's degree or above in Information</li> </ul>

	<p>System, Business Administration or related discipline, PMP or other project management certification will be an advantage</p> <ul style="list-style-type: none"> <li>• At least 5 years working experience in business analysis, project management or systems implementation in financial institutions, with at least 1 year of solid experience in leading project(s)</li> <li>• General Insurance/Banking experience will be preferred</li> <li>• Strong analytical skills in understanding complex processes, workflow management and quantitative measurement</li> <li>• Strong sense of ownership, able to work independently and proactively to deliver in accordance with project timelines</li> <li>• Excellent command of written and spoken English and Cantonese. Proficiency in English is a must</li> <li>• Highly PC literate in Microsoft Office include Visio, Project .etc.</li> </ul>
Application Method	<p>Interested parties please send your resume with current and expected salary to <a href="mailto:HR.Recruit@chubb.com">HR.Recruit@chubb.com</a> (Personal Data will be collected for recruitment purpose only.)</p>
Year(s) of Working Experience	5 years
Employment Type	Full Time, Permanent