

Job Advertisement

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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 | 05/03/2019 |
| Job Details | |
| <input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line) | |
| Position | Assistant Officer |
| Department | Underwriting |
| Job Description/ Duties | <ul style="list-style-type: none"> - Provide administrative and secretarial support to the Departments - Assist in operations administration |
| Requirements | <ul style="list-style-type: none"> - Diploma graduate or above; 3 years working experience - Good interpersonal and communication skills - Attentive to details, strong sense of responsibility - Able to work under pressure and meet tight deadlines - Sound PC knowledge including MS Word, Excel, Chinese Word Processing - Candidates with more experience will be considered as Officer |
| Application Method | <p>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></p> |
| Application Deadline | 06/03/2019 |

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| Year(s) of Working Experience | 3 years of working experience |
| 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. |