

Notes to Employer: You are strongly recommended to adopt the format below and provide including, but not limited to, the following information in your job advertisement. It will be displayed at the recruitment website for job seekers' information.

### **Job Advertisement**

<b>Company Details</b>	
Company Name*	Motor Insurers' Bureau of Hong Kong
Company Description	The Bureau is an organization set up as the administrator of the First Fund and Insolvency Fund to assist traffic accident victims with court awards for bodily injury claims left unsatisfied due to no insurance in force or insolvency of insurance companies.
Location*	Wan Chai, Hong Kong
Classified Start Date	
<b>Job Details</b>	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) # <input type="checkbox"/> Intermediary / Sales Position (Front-line) #	
Position*	Assistant Claims Manager
Department*	Claims Department
Job Category	
Job Description/ Duties*	<ul style="list-style-type: none"> <li>- To handle claims fairly and efficiently.</li> <li>- To communicate with claimants, solicitors, insurers, and service providers.</li> <li>- To prepare ad hoc reports.</li> <li>- To conduct regular claim file review.</li> <li>- To provide assistance to colleagues as and when required.</li> <li>- To assist Claims Manager to run Claims Department smoothly and efficiently.</li> </ul>
Requirements*	<ul style="list-style-type: none"> <li>- 5+ Years experience in handling motor third party liability claims. Experience in handling personal injury litigation claims is an advantage.</li> <li>- Bachelor Degree, ACII or ANZIIF is an advantage.</li> <li>- Able to work independently and under pressure.</li> <li>- Self motivated and team player.</li> <li>- Sound command of spoken and written Chinese and English.</li> <li>- Good communication skills.</li> <li>- Good PC skills including MS Excel and Word.</li> </ul>
Application Method*	Interested parties please send your resume with current and expected salary to <a href="mailto:recruit@mibhk.com.hk">recruit@mibhk.com.hk</a> (Personal Data will be collected for recruitment purpose only.)
Application Deadline	
Year(s) of Working Experience*	5+ Years
Employment Type	Full Time

<b>Additional Benefits</b>	<ul style="list-style-type: none"><li>- 5 days working week</li><li>- Life insurance and medical insurance</li><li>- 12 working days annual leave</li></ul>
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\* Required info

# Please choose one option: 'Non-sales Position (Back-office)' OR 'Intermediary / Sales Position (Front-line).'