

Job Advertisement

Company Details	
Company Name	ABCI Insurance Company Limited
Company Description	ABCI Insurance established in 1995 as wholly-owned subsidiary insurance company of the Agricultural Bank of China ,we are a licensed Hong Kong general insurance company with paid up capital of HKD 500 million and specializing in general insurance business and providing broking services.
Location	Admiralty
Classified Start Date	2022.10.27
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Intermediary/Sales Position (Front-Line)	
Position	Clerk
Department	Business Administration
Job Description/ Duties	<ul style="list-style-type: none"> • Handle Policy Issuance • Providing Clerical Support • data input/ documents filing • other ad-hoc duties as assigned
Requirements	<ul style="list-style-type: none"> • Education : From 5 - Diploma • Good command in written English and Chinese. • Proficiency in MS Word, Excel, Chinese and English Word processing.
Application Method	Interested parties please send full resume with current and expected salary to Sherryguan@abci.com.hk
Application Deadline	2022.11.30
Year(s) of Working experience.	1 -2 y/o Working experience.
Employment Type	Full Time
Additional Benefits	Five –day work, Medical insurance, Dental insurance, Annual Leave...