

Job Advertisement

Company Details	
Company Name*	Assicurazioni Generali S.p.A. - Hong Kong Branch
Company Description	Generali is an independent, Italian Group, with a strong international presence. Established in 1831, it is among the world's leading insurers and it is present in over 60 countries with total premium income exceeding €70 billion in 2016. With over 74,000 employees in the world, and 55 million clients, the Group has a leading position in Western Europe and an increasingly significant presence in the markets of Central and Eastern Europe and in Asia. In 2017 Generali Group was included among the most sustainable companies in the world by the Corporate Knights ranking.
Location*	21/F, Cityplaza One,1111 King's Road, Taikoo Shing, Hong Kong
Classified Start Date	Not Available
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) # <input type="checkbox"/> Intermediary / Sales Position (Front-line) #	
Position*	Assistant Manager, EB Claims
Department*	EB Claims
Job Category	Non sales
Job Description/ Duties*	<ul style="list-style-type: none"> • Process and adjudicate medical claims (mainly for International Health Insurance Products) in a professional and effective manner as per Company's policies & objectives • Analyze all claims to ensure optimal quality; provide regular and ad hoc claims reports & statistics to business units; clients and management • Liaise with medical professionals and customers to conduct assessment and investigation • Conduct cost review and hospitalization pre-admission approval • Attend service meetings with stakeholders;

	<p>clients and staff benefit sessions</p> <ul style="list-style-type: none"> • Provide quality customer services; handle complaint and resolving disputes • Based on claims service benchmarks and analytical data to monitoring and improving claims processing turnaround time, practices and procedures • Train and coach junior team members as appropriate • Workflow and System enhancement and related project management • Engage in continuing education and training opportunities when possible
Requirements*	<ul style="list-style-type: none"> • Degree holder or tertiary graduate with professional qualifications in insurance or related disciplines • 5 - 10 years' life and medical claim processing • Customer-oriented with excellent communication and interpersonal skills • Well-developed decision making and problem-solving capabilities • Good team player, able to work independently and under pressure • Self-motivated, analytical and detailed minded in problem solving • Strong sense of responsibility with high level of integrity and trust • Good command of English and Chinese in both written and spoken • Sound PC skills in MS Word, Excel & Chinese word processing
Application Method*	<p>We offer 5-day work, good career prospects and attractive remuneration package to the right candidates. Interested parties please send full resume with expected salary to: The Human Resources Department, 21/F, Cityplaza One, 1111 King's Road, Taikoo Shing, Hong Kong or by email to HR@general.com.hk.</p>

	Personal data collected will be strictly used for recruitment purpose only. All unsuccessful applications will be destroyed after two years.
Application Deadline	28 May 2021
Year(s) of Working Experience*	5-10 years relevant experience
Employment Type	Full-Time
Additional Benefits	Dental insurance, Education allowance, Five-day work week, Flexible working hours, Life insurance, Medical insurance, Performance bonus