

Job Advertisement

Company Details	
Company Name*	YF Life Insurance International Limited
Company Description	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.
Location*	Wan Chai
Classified Start Date	April 29, 2021
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) #	Intermediary / Sales Position (Front-line) #
Position*	Secretary
Department*	MIS
Job Category	-
Job Description/ Duties*	<ul style="list-style-type: none">• To provide secretarial support to management staff• To provide administrative support to the departments
Requirements*	<ul style="list-style-type: none">• Diploma graduate or above, with formal secretarial training• Minimum 3 years relevant working experience• Excellent interpersonal skills, detail minded and with strong sense of responsibility• Strong PC knowledge in MS office
Application Method*	Interested parties please send full resume, with academic results, current and expected salary to recruit@yflife.com
Application Deadline	May 28, 2021
Year(s) of Working Experience*	3 years
Employment Type	Full Time, Permanent
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.