

## Job Advertisement

<b>Company Details</b>	
Company Name	Peak Reinsurance Company Limited
Company Description	<p>Peak Re is headquartered in Hong Kong with shareholder equity of US\$965.5 million as of 31 December 2018. It is authorised by the Insurance Authority of Hong Kong and is rated “A-” by A.M. Best, a leading international insurance industry credit rating agency. Fosun International Limited (00656.HK) and Prudential Financial, Inc. hold 87% and 13% of Peak Re via Peak Reinsurance Holdings Limited, respectively. Peak Re offers reinsurance services covering a range of lines across Asia Pacific, EMEA and the Americas, tailor-making risk transfer and capital management solutions to best fit clients’ needs.</p> <p>For more information, please visit our website at <a href="http://www.peak-re.com">www.peak-re.com</a></p>
Location	Hong Kong
Classified Start Date	October 2019
<b>Job Details</b>	
<input type="checkbox"/> Non-sales Position (Back-office) <input checked="" type="checkbox"/> Sales Position (Front-line)	
Position	Associate, Underwriting Support
Department	Underwriting
Job Category	
Job Description/ Duties	<ul style="list-style-type: none"> <li>- Excellent opportunity for fresh graduate</li> <li>- The Underwriting Support position will provide technical assistance to the Underwriters</li> <li>- The incumbent will be responsible data quality and handle transactional duties like data entry, maintaining business documentation, both physical filing and electronic files</li> <li>- Manage database in our Contact Management System, handle system administrative tasks</li> <li>- Ensure operation efficiency and work closely</li> </ul>

	<p>with technical accounting function to ensure data integrity</p> <ul style="list-style-type: none"> <li>- Support operations and participate in system project</li> <li>- Support the underwriting team in tracking of premiums and claims</li> <li>- Prepare business statistics and reports</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>- Bachelor degree holder or above. Welcome fresh graduate</li> <li>- Good interpersonal, communication and presentation skills</li> <li>- Articulate and with positive attitude</li> <li>- Proactive and good team player</li> <li>- Mature, independent, hardworking, self-initiative, willing to learn</li> <li>- Good command of spoken and written English</li> <li>- Good PC skills: MS Word and Excel</li> </ul> <p>This is a great opportunity for fresh graduate to join a successful high-growth company and work in a diverse and collaborative team environment. We offer rewarding career with attractive remuneration package and support for continuing professional development to the right candidates.</p>
Application Method	Interested parties please submit application with a full resume stating expected salaries and date of availability to <a href="mailto:recruit@peak-re.com">recruit@peak-re.com</a>
Application Deadline	30 September 2019
Year(s) of Working Experience	Fresh graduates welcome
Employment Type	Permanent full-time
Additional Benefits	