

Job Advertisement

Company Details	
Company Name	Min Xin Insurance Company Limited
Company Description	Established in 1974, Min Xin Insurance Company Limited ('Min Xin') is a member of Min Xin Holdings Limited, a listed group controlled by Fujian Investment & Development Group Co., Ltd. With over 40 years of operational experience in the general insurance industry, Min Xin offers a comprehensive range of insurance products and services in Hong Kong and Macau, including Motor, Property & Casualty as well as Accident & Health programs for both commercial and individual customers.
Location	Central
Job Details	
Non-sales Position (Back-office)	
Position	Assistant Claims Manager / Senior Claims Officer
Department	Claims Department
Job Description/ Duties	<ul style="list-style-type: none">● Handle Property & Casualty insurance claims (e.g. Motor, EC and other Personal line insurance claims)● Review and settle claim at an optimum level within authority independently● Conduct assessment and investigation with relevant parties during daily operations● Able to attend Small Claims Tribunal● Meet service turnaround time and achieve claims KPI targets

	<ul style="list-style-type: none"> ● Provide coaching to less experience staff and approve their work ● Assist in compiling regular management report ● Assist Claims Manager in adhoc project
Requirements	<ul style="list-style-type: none"> ● Bachelor's degree / Higher Diploma in Business or Finance holder is preferable ● Professional qualifications (e.g. Senior ANZIIF or ACII etc.) ● At least 5 years of experience in General Insurance claims handling ● Well-experienced in Property & Casualty insurance claims (experience in Motor, EC and personal line claims handling will be given priority) ● Mature, diligent, self-motivated and able to work independently ● Well knowledge in Microsoft Office and Chinese Word Processing ● Proficient in written and spoken English and Cantonese (Putonghua is advantage)
Application Method	<p>Interested candidates can apply with full resume stating present and expected salary and date available by e-mail (personnel@minxin.com.hk)</p>

Year(s) of Working Experience	5
Employment Type	Full Time, Permanent
Additional Benefits	Dental insurance, Double pay, Education allowance, Five-day work week, Medical insurance