

## Job Advertisement

<b>Company Details</b>	
Company Name	China Ping An Insurance (HK) Co., Ltd.
Company Description	China Ping An Insurance (HK) Company Ltd. is a subsidiary of Ping An Insurance (Group) Company of China Ltd. Our business is General Insurance.
Location	Wan Chai
Classified Start Date	Jul 5, 2019
<b>Job details</b>	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Underwriting Clerk
Department	Business
Job Category	Clerk
Job Description / Duties	<ul style="list-style-type: none"><li>• Provide general clerical and administrative support to the department on daily operations;</li><li>• Responsible for policies/endorsements issuing;</li><li>• Deliver quality customer service over the hotline and to the walk in customers;</li><li>• Customer-oriented, attention to details and able to meet tight deadlines;</li><li>• Execute other ad hoc assignments as appointed by the supervisor;</li></ul>

Requirements	<ul style="list-style-type: none"> <li>• Form 5/DSE or above, at least 1 year's clerical working experience;</li> <li>• Passed IIQE qualification is preferred;</li> <li>• Good command in both spoken and written English and Chinese;</li> <li>• Good communication and interpersonal skills;</li> <li>• Immediate available is preferred;</li> </ul>
Application Method	<p>Interested parties, please send your resume with current and expected salary to <a href="mailto:recruit@cpaihk.com">recruit@cpaihk.com</a> (Personal data will be collected for recruitment purpose only)</p>
Application Deadline	
Year(s) of Working Experience	1
Employment Type	permanent
Additional Benefits	Salary will commensurate with caliber and experience.