



Innovation for Wellbeing

SOMPO HONG KONG

Job Advertisement

Company Details	
Company Name*	Sompo Insurance (Hong Kong) Co., Ltd.
Company Description	A well-established Japanese general insurance company located in Quarry Bay invites candidates for the following positions.
Location*	Quarry Bay
Classified Start Date	2 Aug 2019
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) # <input type="checkbox"/> Intermediary / Sales Position (Front-line) #	
Position*	Senior Clerk / Clerk x 2
Department*	Claims Dept.
Job Category	
Job Description/ Duties*	-Provide clerical support such as claims processing and documentation -Relevant experience in handling motor claims would be advantage
Requirements*	-Holder of High Diploma/Diploma or above - 1 to 3 years of working experience in similar position - Good command of English and Chinese (Cantonese) - Proficient in Microsoft Office application - Self-motivated, hardworking and good team player
Application Method*	Please send full resume with details of current and expected salary to HR Department at career@sompo.com.hk
Application Deadline	
Year(s) of Working Experience*	1-3 years
Employment Type	Full Time, Permanent
Additional Benefit	We offer 5-day week and competitive remuneration package commensurate with qualification and experience.