

Company Details	
Company Name	Asia Insurance Co., Ltd.
Company Description	Asia Insurance is one of the leading general insurers in Hong Kong. Founded in 1959, Asia Insurance is noted for its financial strength (strong capitalization, high liquidity and a Standard & Poor's "A" rating), wide distribution network and quality client base. Asia Insurance constantly focuses on growth and innovation, and has formed a number of successful joint ventures and partnerships around the region, including in Mainland China. It provides a broad range of well-designed and attractively priced insurance products. Apart from its head office in Hong Kong and branch office in Macau, Asia Insurance distributes its products and services via its offices or close partners in other countries.
Location	Sai Ying Pun
Classified Started Date	9 Nov 2022
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	<b>ADMINISTRATOR - TEMPORARY (Employee Benefits)</b> (Job Ref: AI/APT-EB/HKFI)
Department	
Job Category	
Job Description / Duties	<ul style="list-style-type: none"> <li>• Provide daily administrative support</li> <li>• Data input for submission of new business</li> <li>• Prepare and handle quotation document</li> <li>• Comply with company instructions and provide quality work effectively and efficiently</li> <li>• Work period from Nov 2022 – Mar 2023 (may be extended for 1-2 months)</li> <li>• On the job training will be provided</li> <li>• 4 or 5 days-work week is allowed</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Form 5 or above</li> <li>• 1-year related working experience will be an advantage</li> <li>• Excellent attention to details and high accuracy</li> <li>• Hands-on PC skills in MS Word and MS Excel</li> <li>• Organized and responsible</li> </ul>

Application Method	Interested parties are invited to send your application with full resume together with present and expected remuneration to <a href="mailto:join-us@afh.hk">join-us@afh.hk</a> .  <i>(Personal data provided by applicants will be used strictly in accordance with the Company's personal data privacy policy, a copy of which is available on request.)</i>
Application Deadline	8 Dec 2022
Year(s) of Working Experience	1-year relevant experience
Employment Type	TEMPORARY
Additional Benefits	Asia Insurance committed to offer good career prospects, 5 days week.