

Company Details	
Company Name	Falcon Insurance Company (Hong Kong) Limited
Company Description	Falcon is a wholly owned subsidiary of Toronto-based Fairfax Financial Holdings, which is listed on the Toronto Stock Exchange (Symbol: FFH and FFH.U). Fairfax employs about 10,000 people worldwide, and has operations in North America, Europe and Asia. Through its subsidiaries, Fairfax is engaged in Property, Casualty insurance, Reinsurance and Investment Management. Fairfax has assets in excess of HK\$501 billion.
Location	Taikoo Shing
Classified Start Date	18 Dec 2020
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office)	
Position	Claims Assistant
Department	Claims
Job Category	Claims Assistant
Job Description / Duties	<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Provide administrative support on claims cases, including data input, claims assessment and filing • Assist supervisor to facilitate the operations of all classes of claims • Conduct regular claims review and appoint service providers such as adjusters to ensure claims are settled appropriately <p><u>Requirements</u></p> <ul style="list-style-type: none"> • HKDSE/HKCEE or above • 1-2 years working experience in general insurance claims handling is an advantage. Recent Graduate will also be considered. • Proficiency in PC skills including MS Word and Excel, experience in AS400 is an added advantage • Excellent command of written and spoken English

Application Method	Interested parties please send your resume with expected salary by either by email to winnie.cheng@falconinsurance.com.hk or post to Human Resources Manager, Falcon Insurance Company (Hong Kong) Limited, Suites 307-11, 12 Taikoo Wan Road, Taikoo Shing, Hong Kong to submit your application. All personal data collected will be treated in strict confidence, used solely for recruitment purpose and will be retained for a maximum period of one year. Only short-listed candidates will be notified.
Application Deadline	31 Jan 2021
Year(s) of Working Experience	1-2 (Recent Graduate will also be considered)
Employment Type	Full Time
Additional Benefits	Five-day work week, Life Insurance & Medical Insurance, CNY Bonus and Incentive Bonus