

Job Advertisement –Contract Staff (Policy Administration - System & Project related) (8-9 Month Contract)

Company Details	
Company Name	BOC Group Life Assurance Company Limited
Company Description	<p>Commenced in 1988, BOC Group Life Assurance Company Limited (“BOC Life”) is a subsidiary of BOC Hong Kong (Holdings) Limited. We are committed to providing our customers with a comprehensive range of insurance services spanning life insurance protection, wealth management, retirement planning and medical insurance coverage. Our multiple distribution channels include tied agency, brokerage and telemarketing as well as the professional relationship managers at more than 260 branches of Bank of China (Hong Kong) Limited.</p> <p>With solid foundation and innovative services, BOC Life has grown to be one of the leading life insurance companies in Hong Kong and won various awards in the industry. In particular, we play a pivotal role in the local RMB insurance market and the offering of diversified products.</p> <p>At BOC Life, we are always looking for talented and passionate people to join us in our on-going journey. Looking for an opportunity to work in the insurance industry? Or looking to take your career to the next level? Let us know. If what you excel at is not listed here, then send your resume and cover letter to hr@boclife.com.hk .</p>
Location	Taikoo Shing
Classified Start Date	-
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Contract Staff (Policy Administration - System &

	Project related) (8-9 Month Contract)
Department	Policy Administration Department
Job Category	Administration, Information Technology, Policy Administration
Job Description/ Duties	The incumbent will be coordinating with different parties and participating in projects for system enhancement and system testing (UAT) to maintain and ensure smooth system operation. The incumbent will be also responsible for system related investigation and support.
Requirements	<ul style="list-style-type: none"> ● Degree holder with major in Business Studies, Information System, Insurance or relevant disciplines ● 3 years or above relevant working experience ● Strong analytical and problem solving skills ● Excellent interpersonal and communication skills ● Familiar with MS Word, Excel & PowerPoint ● Proficient in spoken & written English & Chinese (Cantonese & Mandarin)
Application Method	Interested parties please submit application through our company career portal: http://careers.pageuppeople.com/798/cg/en/listing/
Year(s) of Working Experience	3 years
Employment Type	Contract; Full time
Additional Benefits	<ul style="list-style-type: none"> ● Attractive remuneration package ● 5-day work week