

## Job Advertisement

<b>Company Details</b>	
Company Name	YF Life Insurance International Ltd.
Company Description	<p>YF Life Insurance International Ltd. is a major life insurance company in Hong Kong and Macau, providing one-stop risk- and wealth-management services. Our scope of business ranges from insurance, investment, and retirement to MPF.</p> <p>To cope with our business expansion, we now invite dynamic and highly motivated individuals to join and grow with us.</p>
Location	Wanchai
Classified Start Date	05/17/2019
<b>Job Details</b>	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Officer
Department	Policy Owner Services
Job Description/ Duties	<ul style="list-style-type: none"> <li>- Handle policy service requests including policy surrender, cash withdrawal and policy changes</li> <li>- Be responsible for operations administration and various ad hoc projects</li> <li>- Assist in preparing management reports, manuals and correspondence</li> <li>- Provide other administrative support to the department</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>- Diploma graduates or above, with 4 years' policy administration experience in insurance companies</li> <li>- Able to work under pressure, meet tight deadlines and work independently</li> <li>- Sound PC knowledge including MS Word, Excel, Chinese Word Processing</li> <li>- Candidates with less experience will be considered as Assistant Officer</li> <li>- Fresh graduate will be considered as Administrative Assistant</li> </ul>

Application Method	Interested parties please send <u>full resume, with academic results, current and expected salary</u> to <a href="mailto:recruit@yflife.com">recruit@yflife.com</a> . <i>All information received will be used for recruitment purposes only.</i>
Application Deadline	06/17/2019
Year(s) of Working Experience	4 years of relevant experience in life insurance industry
Employment Type	Full Time
Additional Benefits	Attractive salary and fringe benefits, including 5-day work week, medical, life insurance, annual leave, pension scheme and training subsidies, etc. will be offered to this permanent appointment.