

Job Advertisement

Company Details	
Company Name	Hong Leong Insurance (Asia) Limited
Company Description	Hong Leong Insurance (Asia) Limited ("HLIA") Co., Limited, is a registered insurance company in Hong Kong. It is an indirect wholly-owned subsidiary of Hong Leong Financial Group Berhad ("HLFG"), a public listed company in Malaysia, and a major associate of Guoco Group Limited in Hong Kong. HLIA has been active in Hong Kong since 1973. It has been assigned an A- (Excellent) financial strength rating from AM Best Company, one of the world's leading rating agency specialized in insurance industry.
Location	North Point, Hong Kong
Classified Start Date	
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Intermediaries/ Sales Position (Front-line)	
Position	Officer, Sales Support
Department	Call Centre
Job Category	Sales, CS & Business Devpt > Call Centre
Job Description/ Duties	<p>Responsibilities</p> <ul style="list-style-type: none"> • Handle customer enquiries and requests via various channels • Provide high standard service and support to customers • Perform Call Centre related administrative duties and • ad-hoc business support • Working hours: <ul style="list-style-type: none"> ○ Monday to Friday – 09:00 to 18:00

	<ul style="list-style-type: none"> ○ Saturday – 09:00-13:00 (alternate week)
Requirements	<p>Requirements</p> <ul style="list-style-type: none"> • Form 5 or above • Passed in IIQE Paper 1, 2 and 3 • 1-2 years of hotline working experience in the insurance industry • Good telephone manner and effective communication skills • Proficient in English and Chinese (Putonghua is an advantage)
Application Method	jobs_callc@hl-insurance.com
Application Deadline	30 days after posting
Year(s) of Working Experience	1-2 years of hotline working experience in the insurance industry
Employment Type	Full Time, Permanent
Additional Benefits	Five-day work week, Double pay, Medical insurance, Dental insurance