

## Job Advertisement

<b>Company Details</b>	
Company Name	<b>Blue Cross (Asia-Pacific) Insurance Limited</b>
Company Description	Blue Cross (Asia-Pacific) Insurance Limited ("Blue Cross") is a member of The Bank of East Asia Group. With 50 years of operational experience in the insurance industry, Blue Cross provides a comprehensive range of products and services including medical, travel, and general insurance, which cater to the needs of both individual and corporate customers.
Location	Kwun Tong
Classified Start Date	10 <sup>th</sup> May, 2019
<b>Job Details</b>	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	<b>Officer / Assistant Officer, Sales Support</b>
Department	Sales & Distribution
Job Category	Sales Support
Job Description/ Duties	<ul style="list-style-type: none"> <li>- Provide agency administration and registration maintenance of distribution channels;</li> <li>- Ensure agencies' compliance with applicable legal and regulatory requirements;</li> <li>- Maintain and update the Compliance Register on an on-going basis;</li> <li>- Provide administrative support for sales team, including but not limited to sales reports or other regulatory submissions;</li> <li>- Support sales promotion campaigns, sales functions and management report preparation;</li> <li>- Participate in UAT on system development and project implementation as required;</li> <li>- Other ad hoc tasks as required and assigned.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>- University degree in Business Administration or related disciplines;</li> <li>- Holder of IIQAS qualifications or other related</li> </ul>

	<p>professional/insurance status is an advantage;</p> <ul style="list-style-type: none"> <li>- Self-motivated and eager to learn;</li> <li>- Well organized and details oriented;</li> <li>- Good command of spoken and written English and Chinese;</li> <li>- Proficient in Microsoft Word, Excel and PowerPoint.</li> </ul> <p><b>Candidates with less experience will be considered as Assistant Officer.</b></p>
Application Method	<p>Interest parties may send your full resume, including your availability, present and expected salary via email to <a href="mailto:hrd@bluecross.com.hk">hrd@bluecross.com.hk</a>.</p> <p>Personal Data provided by applicants will only be used for recruitment purposes and be treated in accordance with the Company's Privacy Policy Statement, which is available on our website.</p>
Application Deadline	10 <sup>th</sup> June, 2019
Year(s) of Working Experience	Minimum of 2 years' work experience in insurance industry
Employment Type	Full time Permanent
Additional Benefits	We offer excellent career prospects and attractive remuneration package to the right candidate.