

Job Advertisement

Company Details	
Company Name*	Hong Leong Insurance (Asia) Limited
Company Description	Hong Leong Insurance (Asia) Limited ("HLIA"), 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
Classified Start Date	
Job Details	
<input type="checkbox"/> Non-sales Position (Back-office) # <input checked="" type="checkbox"/> Intermediary / Sales Position (Front-line) #	
Position*	Customer Relationship Officer
Department*	Call Centre
Job Category	
Job Description/ Duties*	<p>Inbound</p> <ul style="list-style-type: none"> • Handle customer enquiries and requests via various channels • Provide high standard service and support to customers • Cross-sell insurance products to achieve sales target <p>Working hours</p> <ul style="list-style-type: none"> • Monday to Friday – shift between 09:00 and 19:00 • Saturday – 09:00-13:00 (alternate week)
Requirements*	<ul style="list-style-type: none"> • Form 5 or above • Passed in IIQE Paper 1, 2 and 3 • 1-2 years 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*	<p>Please apply (preferably in Word or PDF format) with present and expected salaries, quoting job reference (HKFI/2312/CRO) to Head of Human Resources, 50/F The Center, 99 Queen's Road Central, Hong Kong or email to hr@guoco.com or fax to 2285 3209.</p> <p>You are invited to visit our website at: http://www.hl-insurance.com.</p>

Application Deadline	31 January 2022
Year(s) of Working Experience*	1-2 years hotline working experience in the insurance industry
Employment Type	Full Time, Permanent
Additional Benefits	Dental insurance, Double pay, Five-day work week, Medical insurance, Performance bonus