

### Job Advertisement

Company Details	
Company Name	AIA International Limited
Company Description	<p>AIA Hong Kong and AIA Macau are subsidiaries of AIA Group Limited. AIA Group Limited established its operations in Hong Kong in 1931. We have more than 15,000 financial planners*, as well as an extensive network of brokerage and bancassurance partners who serve more than 1.8 million customers*. Our products range from individual life, group life, accident, medical and health, personal lines insurance to investment-linked products with numerous investment options. We are also dedicated to providing superb product solutions to meet the financial needs of high net worth customers.</p> <p>* As of February 2016</p>
Location	San Po Kong
Classified Start Date	2 <sup>nd</sup> May 2019
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <span style="margin-left: 200px;"><input type="checkbox"/> Sales Position (Front-line)</span>	
Position	Manager / Senior Manager, Underwriting & Issue (Life Insurance)
Department	Underwriting & Issue, Service & Operations
Job Category	Operations
Job Description/ Duties	<p><u>Position Objective:</u></p> <p>Monitors and manages underwriting processes and issues. Ensures the underwriting teams in HK and Share Service Centre's work smoothly and effectively. Reviews and recommends the current workflow and system to ensure consistency of underwriting decisions are in compliance to the company's operation rules in achieve quality business.</p> <ul style="list-style-type: none"> <li>• Monitors and manages the productivity, quality and efficiency of the team by reviewing the productivity report, reissue, audits in order to ensure consistency and accuracy of the output.</li> <li>• Underwrites large amounts and complicated new business application within agreed turnaround time and reviews suggest cases from underwriters in order to ensure the underwriting decision complied with company's rules and guidelines.</li> <li>• Liaises with IT and related BAs for system enhancement to enhance the system automation and develops sufficient validation</li> </ul>

	<p>rules in order to improve the efficiency on underwriting and minimize the manual works.</p> <ul style="list-style-type: none"> <li>Organises and conducts training to staff in Underwriting, POS, Claims, Operations Service Centres, Share Service Office in Malaysia and agency force, etc in order to support development and enhance competency levels &amp; performance.</li> <li>Handles DD meeting, email &amp; telephone enquiries from agencies and internal departments like Cashier, Call Centre, Operations Service Centres, Customer Service Department and Agency Business Development Department, etc. and follow up appeal cases with fair and just but flexible approaches in order to deliver quality customer service.</li> </ul> <p><i>*Candidates with less experience will be considered as Assistant Manager.</i></p>
Requirements	<ul style="list-style-type: none"> <li>University / College graduate plus 6-8 years of experience with 3 years in supervisory level OR</li> <li>Form 5 graduate plus 8-10 years related experience</li> <li>Underwriting knowledge in a life insurance company</li> <li>Problem solving and communication skills to effectively underwriting risks to underwriters and other touch points</li> </ul>
Application Method	<p>Interested parties, please send your resume with current and expected salary to <a href="mailto:hk.careers@aia.com">hk.careers@aia.com</a></p> <p>(Personal data will be collected for recruitment purpose only.)</p>
Application Deadline	31 <sup>st</sup> May 2019
Year(s) of Working Experience	6 years
Employment Type	Full-time permanent
Additional Benefits	