

Job Advertisement

Company Details	
Company Name	China Ping An Insurance (HK) Co., Ltd.
Company Description	China Ping An Insurance (HK) Company Ltd. is a subsidiary of Ping An Insurance (Group) Company of China Ltd. Our business is General Insurance.
Location	Wan Chai
Classified Start Date	Jul 26, 2019
Job details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Underwriting Clerk
Department	Business
Job Category	Clerk
Job Description / Duties	<ul style="list-style-type: none">• Provide general clerical and administrative support duties such as scanning, fax, photocopying, filing, data input to the department on daily operations;• Responsible for policies/endorsements issuing;• Answer telephone enquiries

Requirements	<ul style="list-style-type: none"> • Form 5/DSE or above, at least 1 year’s clerical/Insurance working experience preferred but not essential; • Computer literate, MS word, Excel, Powerpoint and Chinese characters typing • Good communication and interpersonal skills; • Customer-oriented, attention to details and able to meet tight deadlines; • Immediate available is preferred;
Application Method	<p>Interested parties, please send your resume with current and expected salary to recruit@cpaihk.com (Personal data will be collected for recruitment purpose only)</p>
Application Deadline	Aug 26, 2019
Year(s) of Working Experience	N/A
Employment Type	permanent
Additional Benefits	<p>Salary will commensurate with caliber and experience. Five-day work and attractive remuneration package including medical & dental benefits, double pay and MPF.</p>