

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	July 26, 2019
Job details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Claims Executive
Department	Claims Department
Job Category	Claims
Job Description / Duties	<ul style="list-style-type: none">• Check policy coverage online• Assign loss adjusters & surveyors• Open new files & prepare worksheets and loss reserving• Answer telephone enquiries from client/broker/agent• Photocopying, scanning & filing• Prepare payment memo & cheque• Dispatch claim form to client/broker/agent• Notify Business Dept of outstanding premium before payment• Check with Accounts Dept to ensure premium has been paid• Perform any job duties assigned by reporting manager/supervisor

Requirements	<ul style="list-style-type: none"> • Tertiary education with significant experience in insurance claims • At least 2 years motor Third Party claims handling experience • Some progress in professional insurance Exam preferable but not essential • Fluent English and Mandarin • Computer literate including Chinese characters typing
Application Method	Interested parties, please send your resume with current and expected salary to recruit@cpaihk.com (Personal data will be collected for recruitment purpose only)
Application Deadline	Aug 26, 2019
Year(s) of Working Experience	2
Employment Type	Full Time
Additional Benefits	Salary will commensurate with caliber and experience. Five-day work and attractive remuneration package including medical & dental benefits, double pay and MPF.