

Job Advertisement

Company Details	
Company Name	Peak Reinsurance Company Limited
Company Description	<p>Peak Reinsurance Company Limited (“Peak Re” or “the Company”), authorised by the Insurance Authority of Hong Kong, is the only privately owned global reinsurance company headquartered in Hong Kong. It is also one of the few locally established reinsurance companies in Asia Pacific, underwriting both life and non-life reinsurance business.</p> <p>With a shareholder equity of over US\$1 billion as of 30 June 2019, it enjoys an “A-” rating by A.M. Best, a leading international insurance industry credit rating agency, and ranks among the top 34 global reinsurance groups in terms of gross written premiums*.</p> <p>Peak Re strives to provide innovative and forward-looking reinsurance services for customers in the Asia Pacific, Europe, Middle East and Africa and the Americas. It tailors risk transfer and capital management solutions to best fit clients’ needs.</p> <p>Fosun International Limited (00656.HK) and Prudential Financial, Inc. hold approximately 87% and 13% of Peak Re via Peak Reinsurance Holdings Limited, respectively.</p> <p><i>* Source: A.M. Best Top 50 Global Reinsurance Groups 2019</i></p> <p>For more information, please visit our website at www.peak-re.com</p>
Location	Hong Kong
Classified Start Date	September 2019
Job Details	
<input type="checkbox"/> Non-sales Position (Back-office) <input checked="" type="checkbox"/> Sales Position (Front-line)	
Position	Senior Associate, Human Resources (Contract)
Department	Human Resources
Job Category	6-month Contract

Job Description/ Duties	<ul style="list-style-type: none"> - Responsible for all round human resources function - Facilitate the whole recruitment process including but not limited to sourcing, interview conducting, offer management and on-board arrangement - Administer monthly payroll, benefits program, leave management, etc. - Support on training coordination - Responsible for HR analytics and reporting - Be a key member of the Social Committee, and take part in organizing social activities - Handle ad-hoc project as assigned
Requirements	<ul style="list-style-type: none"> - Diploma/Degree preferably in Human Resources Management or other related discipline - Minimum 3 years of HR hands on experience - Knowledge of employment ordinance, related regulations and practices - Good command in both spoken and written English and Chinese - Computer literacy in MS office applications - Proactive, good team player, willing to learn, multi task and able to work independently - Immediately available preferred
Application Method	Please submit your application with a full resume stating your current and expected package and date of availability to recruit@peak-re.com
Application Deadline	25 October 2019
Year(s) of Working Experience	Minimum 3 years
Employment Type	Full-time contract (6-month)