

Job Advertisement

Company Details	
Company Name	Peak Reinsurance Company Limited
Company Description	<p>Peak Re is headquartered in Hong Kong with shareholder equity of USD1.02 billion as of 30 June 2018. It is authorised by the Insurance Authority of Hong Kong and is rated “A-” by A.M. Best, a leading international insurance industry credit rating agency. Fosun International Limited (00656.HK) (“Fosun”) and Prudential Financial, Inc. hold 86.9% and 13.1% of Peak Re via Peak Re Holdings, respectively. Peak Re offers reinsurance services covering a range of lines across Asia Pacific, EMEA and the Americas, tailor-making risk transfer and capital management solutions to best fit clients’ needs.</p> <p>For more information, please visit our website at www.peak-re.com</p>
Location	Hong Kong
Classified Start Date	June 2019
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Associate, Underwriting Support
Department	Underwriting
Job Category	
Job Description/ Duties	<ul style="list-style-type: none"> - The Underwriting Support position will provide technical assistance to the Underwriters - The incumbent will be responsible data quality and handle transactional duties like data entry, maintaining business documentation, both physical filing and electronic files - Manage database in our Contact Management System, handle system administrative tasks - Ensure operation efficiency and work closely with technical accounting function to ensure

	<p>data integrity</p> <ul style="list-style-type: none"> - Support operations and participate in system project - Support the underwriting team in tracking of premiums and claims - Prepare business statistics and reports
Requirements	<ul style="list-style-type: none"> - University degree or proven track record - Good interpersonal skills - Able to work independently - Good command of spoken and written English - Good PC skills: MS Word and Excel <p>This is a great opportunity to join a successful high-growth company and work in a diverse and collaborative team environment. We offer rewarding career with attractive remuneration package and support for continuing professional development to the right candidates.</p>
Application Method	Interested parties please submit application with a full resume stating expected salaries and date of availability to recruit@peak-re.com
Application Deadline	30 June 2019
Year(s) of Working Experience	Fresh graduates welcome
Employment Type	Permanent full-time
Additional Benefits	