

## Job Advertisement

<b>Company Details</b>	
Company Name	Chong Hing Insurance Company Limited 創興保險有限公司
Company Description	Chong Hing Insurance Company Limited was established in Hong Kong in 1983 and has become a wholly-owned subsidiary of Chong Hing Bank Limited since 2006. Chong Hing Insurance is committed to providing quality service and has won customers' trust and support throughout the years.
Location	Kowloon Bay
Classified Start Date	Immediate
<b>Job Details</b>	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <sup>#</sup> <input type="checkbox"/> Intermediary / Sales Position (Front-line) <sup>#</sup>	
Position	Assistant Manager, Claims
Department	-
Job Category	-
Job Description/ Duties	<ul style="list-style-type: none"> <li>• Handle all classes of General Insurance claims</li> <li>• Provide quality claims service in accordance with the service standards, procedures and guidelines</li> <li>• Ensure claims are settled properly and efficiently in compliance with the guidelines, policies and regulatory requirements</li> <li>• Ad-hoc duties as assigned</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• University graduate with minimum 3 years' experience in handling general insurance claims</li> <li>• Possess ANZIIF (Senior Assoc) or ACII or equivalent is preferable</li> <li>• Experience in handling EC and Casualty is preferable</li> <li>• Strong interpersonal, communication and problem solving skills</li> <li>• Self-initiative and capable to work independently</li> <li>• Able to deliver quality of work with tight schedules and work under pressure</li> <li>• Well-versed in spoken and written English and Chinese, including Putonghua</li> <li>• Conversant with MS Office applications and Chinese Word Processing</li> <li>• Candidates with less experience will be considered as Senior Claims Officer</li> </ul>

Application Method	Interested parties, please send full resume with current & expected salary and the date of availability to <a href="mailto:jobs@chbank.com">jobs@chbank.com</a> . Information provided will be treated in strict confidence and only be used for recruitment purposes. Personal data of unsuccessful applications will be destroyed 24 months after the completion of the recruitment and selection exercise.
Application Deadline	2 months
Year(s) of Working Experience	3 years
Employment Type	Full Time, Permanent
Additional Benefits	5-day week, Birthday leave, Examination leave, Marriage leave, Insurance plan, Medical plan Dental plan, Education subsidies