

Job Advertisement

Company Details	
Company Name*	Well link Life Insurance Company Limited
Company Description	Well Link Life Insurance Company Limited, a wholly-owned subsidiary of Well Link Insurance Group Holdings Limited, is running life insurance business in Hong Kong
Location*	Taikoo
Classified Start Date	29/3/2021
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) # Sales Position (Front-line) #	
Position*	Agency Administration Manager
Department*	Business Development
Job Category	Business Development
Job Description/ Duties*	<ul style="list-style-type: none"> • Ensure the compensation payment activities for Distribution Channels are all properly authorized and is made in a correct and timely manner • Ensure agent registration match with regulatory requirement and accountable for licensing selling and CPD completion • Work with Agency Business Development team to ensure the compensation package is accurate and well delivered within Company guidelines under appropriate approval process • Document and maintain sufficient and accurate supporting documents for manual payroll adjustment • Work closely with Distribution Training to ensure all distribution members fulfilled the annual CPD requirement and internal training requirement • Work closely with Compliance Team to ensure launch and execution of regulatory policies and internal control procedures on licensing selling • Prepare full documentation with Company Manual and Administrative Procedural Manuals, including but not limited to contracts, registration and licensing, agency office administration

Requirements*	<ul style="list-style-type: none"> • University graduate in Insurance or related disciplines • Minimum 5 years' working experience in distribution channels administration/compensation in life insurance industry • Knowledge of compliance and operational procedures • Qualification in FLMI and with Insurance Intermediaries Qualifying Examination (IIQE) • Integrity and Honest • Good communication and interpersonal skills • Good writing skills • Ability to build sound relationship with different distribution channels • Ability to lead and positively influence to the team to achieve their own objectives • Work cooperatively and effectively with different levels of people and enable to establish and maintain positive working relationships with others both internally and externally • Proficiency in the use of Microsoft Excel, Word and PowerPoint
Application Method*	<ul style="list-style-type: none"> • Please send your full resume stating latest and expected salary to Human Resources Manager at careers@wli.com.hk. • We are an equal opportunity employer and welcome applications from all qualified candidates. • All personal data provided will be treated in the strictest confidence and used only for recruitment related purposes. All personal data will be destroyed after 6 months of submission.
Application Deadline	28/4/2021
Year(s) of Working Experience*	<ul style="list-style-type: none"> • At least 5 years of experience
Employment Type	Full Time
Additional Benefits	<ul style="list-style-type: none"> • 5 days workweek • Dental insurance • Medical insurance

* Required info

Please choose one option: 'Non-sales Position (Back-office)' OR 'Intermediary / Sales

Position (Front-line).