

Company Details	
Company Name	Asia Insurance Co., Ltd.
Company Description	Asia Insurance is one of the leading general insurers in Hong Kong. Founded in 1959, Asia Insurance is noted for its financial strength (strong capitalization, high liquidity and a Standard & Poor's "A" rating), wide distribution network and quality client base. Asia Insurance constantly focuses on growth and innovation, and has formed a number of successful joint ventures and partnerships around the region, including in Mainland China. It provides a broad range of well-designed and attractively priced insurance products. Apart from its head office in Hong Kong and branch office in Macau, Asia Insurance distributes its products and services via its offices or close partners in other countries.
Location	Sai Ying Pun
Classified Started Date	11 Sep 2023
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Sales Position (Front-line)	
Position	Policy Administrator - Employee Benefits (Job Ref: AI/PAEB/HKFI)
Department	
Job Category	
Job Description / Duties	<p>The incumbent will handle full sets of claims in compliance with company instructions:</p> <ul style="list-style-type: none"> • Handle policy issuance and renewal process • Responsible for billing, movement update and premium adjustment issuance • Provide assistance in preparing management reports, manuals and correspondences • Liaise and co-ordinate with teammates on policy administrative issues • Participate in system enhancements and ad-hoc projects as assigned by Manager
Requirements	<ul style="list-style-type: none"> • Form 7 or above with recognized insurance qualification is preferable • 1-2 years working experience in policy administration • Strong Medical Knowledge background would be an advantage

	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Proficient in spoken and written English and Chinese • Proficient in MS Office applications
Application Method	<p>Interested parties are invited to send your application with full resume together with present and expected remuneration to join-us@afh.hk.</p> <p><i>(Personal data provided by applicants will be used strictly in accordance with the Company's personal data privacy policy, a copy of which is available on request.)</i></p>
Application Deadline	10 Oct 2023
Year(s) of Working Experience	1-2 years working experience in policy administration
Employment Type	Permanent
Additional Benefits	Asia Insurance committed to offer good career prospects, 5 days week, 16-18 days annual leave, paid personal time off, birthday leave, double pay, discretionary performance bonus and medical plan. Remuneration package will be commensurate with qualifications and experience.