



Asia Insurance Co., Ltd., a wholly owned subsidiary of Asia Financial Holdings Ltd. (SEHK: 662), is principally a general insurer. We are now one of the leading insurance companies in Hong Kong, with a reputation for being professional and progressive. Our service network has expanded from Hong Kong to Macau, Taiwan and other areas in Asia.

Looking ahead, we aim to work together with our colleagues to continuously improve our service quality, expand our product range and diversify into new territories. We look forward to bringing a prosperous future to our company and Hong Kong.

To cope with our business expansion, we are now inviting high caliber candidates for any of the functions below:

CURRENT VACANCIES

UNDERWRITING MANAGER – INDIVIDUAL MEDICAL

OFFICER / SENIOR OFFICER – EC CLAIMS

UNDERWRITING SUPERVISOR

ASSISTANT SUPERVISOR / CLERK – UNDERWRITING

EXECUTIVE TRAINEE

UNDERWRITING CLERK

All information provided by applicants will be used in the strictest confidential in accordance with the employer's personal data policy and will be handled by authorized personnel for recruitment-related purposes only. Applicants may be considered for other suitable positions within the Company and our subsidiary or associate companies over a four-month period, after which their personal data will be destroyed.

UNDERWRITING MANAGER – INDIVIDUAL MEDICAL

(Job Ref: AI/EBUM/WS)

Responsibilities

- Perform medical underwriting, within delegated authority;
- Participate for project management activities;
- Close collaboration with distribution teams to achieve business target;
- Review renewal cases
- Maintain underwriting guideline, rating table, policy/clause wording and respective governance framework.

Qualification Requirements

- Degree holder in any discipline with more than 5 years working experience in underwriting of Individual medical products or project related experience;
- Positive and can do attitude, solution oriented;
- Analytical mind, data and fact orientation;
- Good interpersonal and communication skills;
- Proficient in spoken and written English and Chinese;
- Self-motivated, independent, able to work under pressure;
- Familiar with MS Office applications and good numerical skills;
- Candidate with less experience will be consider as Assistant Manager.

At **Asia Insurance Co., Ltd.**, we are committed to offer good career prospects, 5 days week, 16 days Annual Leave, competitive remuneration and benefits package.

Interested parties may apply with full resume including present & expected salary, contact phone number, job reference code above and send it to **Human Resources Department, Asia Insurance Co., Ltd., 8/F 118 Connaught Road West, Sheung Wan, Hong Kong**. Alternatively, you may send your application to the e-mail address: hr-asiains@afh.hk. Applicants who are not contacted within one month may consider their applications unsuccessful.

OFFICER / SENIOR OFFICER – EC CLAIMS

(Job Ref: AI/ECOSO/WS)

Job Description

The incumbent will handle full sets of claims in compliance with company instructions:

- Coordinate the process
- Examine the documents
- Undertake claims investigations
- Evaluate the payment and make recommendations
- Negotiate with relevant parties
- Carry out claims settlement
- Provide assistance in ad hoc project

Qualification Requirements

- Degree / Higher Diploma in Business or Finance
- Professional qualifications (i.e. ACII or ANZIIF etc.) will be an advantage
- At least 3 years insurance experience
- Good command of both written and spoken English
- Mature and able to work independently

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UNDERWRITING SUPERVISOR

(Job Ref: AI/UWS/WS)

Job Description

The incumbent will assist Underwriting Manager by providing account servicing and client support to the existing and potential clients and underwriting new and renewal cases for General Insurance products (Property & Casualty) in compliance with company guidelines.

Qualification Requirements

- Degree / Higher Diploma in Business or Finance
- 4-6 years relevant experience
- Professional qualifications (i.e. ACII or ANZIIF or LOMA etc.) will be an advantage
- Strong customer service mindset
- Good interpersonal and communication skills
- Good command of spoken and written English and Chinese
- Mature and able to work independently

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ASSISTANT SUPERVISOR / CLERK – UNDERWRITING

(Job Ref: AI/ASUW/WS)

Job Description

The incumbent will handle all the operations in Underwriting team; and assist Supervisor / Manager in all aspects relating to Underwriting and Policy Administration.

Qualification Requirements

- Form 7 or above, with pass in English, Mathematics and Chinese
- 3 - 5 years relevant experience
- Good interpersonal and communication skills
- Excellent spoken and written skills in English and Chinese
- Hands-on PC skills in MS Word and MS Excel
- Organized, responsible and careful
- Immediate available is preferred
- Candidates with less experience will be considered as Clerk

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EXECUTIVE TRAINEE

(Job Ref: AI/ET/WS)

Job Description

We provide a diverse range of opportunities for the trainees to gain knowledge of various general insurance products, develop their management skills, widen their business vision and gain exposure in the industry.

Qualification Requirements

- Degree holder, preferably in Business or Finance
- Good command of both written and spoken English
- Excellent PC and communication skills
- Self-motivated with strong customer service mindset
- A fast learner and a good team player
- ACII, ANZIIF or in progress is an asset

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UNDERWRITING CLERK

(Job Ref: AI/UWCL/WS)

Job Description

The incumbent will be responsible for providing clerical support including data input, filing, etc.

Qualification Requirements

- Form 5 or above
- IIQE qualification is preferred but not a must
- Excellent attention to details and high accuracy
- Hands-on PC skills in MS Word and MS Excel
- Good interpersonal and communication skills
- Fast and accurate typing (40 – 45 wpm)
- Immediate available is preferred

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