

Others

Administration Manager / Officer

Responsibilities:

- Administer insurance transactions to service clients and business partners
- Perform underwriting risk assessments and manage related operational processes
- Execute internal control and reporting for management, compliance and regulatory purposes
- Assist in formulation and execution of company and functional strategies
- Facilitate functional supervision, coordination and cross-functional support
- Engage in process improvement, system development and automation initiatives

Requirements:

- University graduate with minimum 5 years of working experience
- Good command of English and Chinese
- Strong analytical, communication and presentation skills
- Independent, responsible and organized
- Client-focused, self-motivated and able to work under pressure
- Relevant professional qualifications and experience in insurance, finance and business administration fields are an advantage

Digital Marketing Manager

Responsibilities:

- Assisting Head of Business Development to formulate and execute company's digital marketing strategies
- Achieving business targets from digital channels and developing new partnerships for digital marketing
- Organizing promotion campaigns through business producers and direct market
- Keeping abreast to FinTech market trends and participating the development of new functionalities for B2C/B2B platforms
- To liaise with the internal and external stakeholders for digital business related affairs
- Staying alert of market and regulatory changes, timely executing due diligence and other risk based diligence as required for digital distributions

Requirements:

- Degree holder in Business Administration, e-Commerce, Information Technology or related discipline preferable
- At least 3 years' hands-on experience in digital platform development or project management, preferably in insurance or banking industry
- Be highly aware of market trend, new technologies, new digitalized products and business models
- Self-motivated, organized, creative and with strong analytical mindset
- Excellent communication and interpersonal skill
- Fluency in Cantonese / Putonghua & English and excellent writing skills in Chinese and English

Finance Manager / Officer

Responsibilities:

- Process financial transactions and handle client and counterparty inquiries
- Administer transaction records & documents and consolidate regular reports
- Perform risk screening, quality check and thematic reviews
- Oversee operational processes and maintain related documentations
- Execute internal control and reporting for management, compliance and regulatory purposes
- Facilitate functional supervision, coordination and cross-functional support
- Engage in process improvement, system development and automation initiatives

Requirements:

- University graduate with minimum 5 years of working experience
- Good command of English and Chinese
- Strong analytical, communication and presentation skills
- Independent, responsible and organized
- Client-focused, self-motivated and able to work under pressure
- Relevant professional qualifications and experience in insurance, finance and business administration fields are an advantage