



Summer Internship Programme – Insurance Industry (2024 Intake)

保險業「暑期實習計劃」(2024年)

Participating Companies & Vacancies (as at 24 May 2024)

參與機構及職位空缺 (截至2024年5月24日)

Stream 分流	Company 機構	Job Title 職位名稱	Job Duties 工作範圍	<p>Job Requirement* (Basic requirement* for the SIP: -Undergraduate or postgraduate student; and enrolled in a full-time accredited programme provided by a local education institution; or - a sub-degree final year student who received a conditional offer from a full-time locally-accredited degree programme.</p> <p>職位要求 (暑期實習計劃基本要求*: - 修讀本地教育機構提供的全日制經評審學士學位或研究院課程; 或 - 應屆副學位畢業生並已獲經評審的本地全日制學士學位課程有條件取錄)</p>
Insurance	Allied World Assurance Company, Ltd	Intern - SME Packages	<ul style="list-style-type: none"> • Conduct market research on package insurance product, present findings from product comparison and recommendations on product design • Provide support to project management team on online product launch • Perform statistical analysis of the SME portfolio 	<ul style="list-style-type: none"> • Product administrative support to the team • Perform any ad-hoc duties as assigned
Insurance	Allied World Assurance Company, Ltd	Intern - Hong Kong Local Intermediaries Group	<ul style="list-style-type: none"> • Work together of each member and support handlers with the sales process and finish placement through XE-CI system on time • Provide clerical support to the team, such as filing, copying, preparation of correspondence etc. • Assists on quotation registration in system 	<ul style="list-style-type: none"> • Strong Excel skills • Excellent communication, negotiation, and analytical skills • Positive attitude and ability to handle challenges
Intermediary	Aon Hong Kong Limited	Intern	<ul style="list-style-type: none"> • Assist in non-client facing duties, including policy administration, document handling • Support the team with Data & Analysis materials including reports, insurance summary and presentation materials • Participate in projects designed to develop skills and expertise appropriate to the team 	<ul style="list-style-type: none"> • Good analytical, interpersonal and communication skills; Proficient in MS Office • Good command of both written and spoken English and Chinese

Insurance	Asia Insurance Company Limited	Intern	<p>To provide policy's administrative and general clerical support in business team :</p> <ul style="list-style-type: none"> • Collect, register and consolidate the incoming documents • Assist in preparing correspondences, monthly reports and presentation materials • Involve in processing insurance applications • Maintain filing system • Handle data input, checking and mailing • Perform ad hoc duties as assigned by manager / supervisor 	<ul style="list-style-type: none"> • Diploma or above
Insurance	AXA XL (Catlin)	Summer Intern	<ul style="list-style-type: none"> • Provide support to the function / business • Participate in ad-hoc assignments and projects when required • Have chance to interact with company professionals and business leaders in Hong Kong office and grasp a better understanding of the business 	<ul style="list-style-type: none"> • Undergraduate student in business or related discipline • Positive attitude, self-motivated and eager to learn • Good team player, good communication and interpersonal skills • Proficiency in English and Chinese
Intermediary	BMS Asia (Hong Kong) Limited	Insurance Brokage Intern - Private Equity, Mergers & Acquisitions and Tax	<ul style="list-style-type: none"> • Support PEMAT team by conducting research, drafting and proofreading documentation, assisting on marketing initiatives to grow business & providing administrative support for day-to-day operations 	<ul style="list-style-type: none"> • An understanding of the insurance M&A industry, technical expertise required for different insurance products and work in a dynamic environment
Intermediary	Brilliant Insurance Broker Limited	Assistant Officer	<ul style="list-style-type: none"> • Assist to prepare supporting documents and data entry • Assist to compliance checking and name screening • Assist to complete ad hoc duties as assigned 	<ul style="list-style-type: none"> • Basic Microsoft Office knowledge and computer operation • Good at communication with Cantonese support • Responsibility
Insurance	China BOCOM Insurance Co., Ltd	Intern, Finance Department	<ul style="list-style-type: none"> • Assisting in filling reinsurance documents • Assisting in preparing yearly reports • Assisting in filling accounting vouchers • Assist in conducting expense analysis • Performing administrative tasks and other ad hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Good command of spoken and written English and Chinese • Proficiency in MS Office and Chinese Word Processing • Self-motivated, strong sense of responsibility
Insurance	China BOCOM Insurance Co., Ltd	Intern, Marketing Department (Bancassurance)	<ul style="list-style-type: none"> • Provide administrative support to the Marketing Department • Handle administration work include but not limited to data entry, data generation and analysis • Assisting in sales campaigns • Responsible for contacting clients to update their information (non-selling activities) • Performing other ad hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Good command of spoken Cantonese, English, and Mandarin • Proficiency in MS Office and Chinese Word Processing • Good communication skills • Self-motivated, strong sense of responsibility

Insurance	China BOCOM Insurance Co., Ltd	Intern, Corporate Business Development Department	<ul style="list-style-type: none"> • Assist in conducting market analysis • Assist in customer analysis • Preparing reports • Assist our team in effective placement support • Gain exposure to handling administrative tasks such as organizing and maintaining essential documents and records • Performing other ad hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Good command of spoken Cantonese, English, and Mandarin • Proficiency in MS Excel, Word, PowerPoint and Chinese Word Processing • Self-motivated, strong sense of responsibility
Insurance	China BOCOM Insurance Co., Ltd	Intern, Underwriting and Reinsurance Department	<ul style="list-style-type: none"> • Provide support to underwriting and reinsurance administration related activities • Assist in conducting data consolidation • Assist in issue policies, endorsements and renewals • Support & engage in daily operations of underwriting team • Performing other ad hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Good command of spoken Cantonese, English, and Mandarin • Proficiency in MS Office and Chinese Word Processing • Self-motivated, strong sense of responsibility
Insurance	China BOCOM Insurance Co., Ltd	Intern, Claims Department	<ul style="list-style-type: none"> • Provide support in the delivery of claims services for different classes of insurance including but not limited to data processing, preparation of claims payment and correspondence to customers, administration of claims files and other related documents, etc. • Gain hands-on experience in claims processing • Performing other ad hoc duties as assigned from time to time 	<ul style="list-style-type: none"> • Good command of spoken and written English and Chinese • Proficiency in MS Office (Word, Excel, PowerPoint, etc.) • Self-motivated, strong sense of responsibility
Insurance	China Life Insurance (Overseas) Company Limited	Intern - Financial Accounting Department	<ul style="list-style-type: none"> • Assist in daily affairs • Financial data entry and proofreading • Accounting vouchers preparation and filing, collection of related bills and documents • Bank/investment statement collection, ensure information accuracy and complete line 	<ul style="list-style-type: none"> • College or graduate student majoring in Accounting, Finance, and Treasury • Can work more than three days a week

Insurance	China Life Insurance (Overseas) Company Limited	Intern - Investment Management Department	<ul style="list-style-type: none"> • Research analysis of public equity investments • Prepare investment reports and presentations Assist in gathering economic, industry and company specific data • Track performance of mutual funds, hedge funds, and Long-only funds Ad-hoc duties as assigned 	<ul style="list-style-type: none"> • Authorized to work in Hong Kong during the internship period (please specify if you require any kind of work permit) Bachelor in Accounting, Business, Economics, Finance, Engineering, IT or other related disciplines Able to work at least 3 days per week • Relevant experience in equity investment research or investment related duties Solid modeling, financial analysis and valuation skills • Excellent interpersonal skills, self-motivated, quick learner • Good command in spoken and written English and Mandarin
Insurance	China Life Insurance (Overseas) Company Limited	Intern - Product Development Department	<ul style="list-style-type: none"> • Support new product launch and perform system UAT in product Development Department • Assist in experience studies and conduct various levels of data analysis • Assist in providing financial information to prepare internal management report • Support special quotation and illustration tool Development to meet business needs • Assist in ad-hoc projects and other duties as required 	<ul style="list-style-type: none"> • University students with major in Actuarial Science, Mathematics, Statistics, or other related disciplines In progress of acquiring actuarial professional qualification • Proficiency in MS Office(Word/Access/Excel/Power Point); Proficiency in modeling by Excel is an asset • Good command of spoken and written English and Chinese • Responsible, can work under pressure and with good communication, interpersonal and analytical skills
Insurance	China Life Insurance (Overseas) Company Limited	Intern - Actuarial Department	<ul style="list-style-type: none"> • Support financial reporting and analysis under HKFRS & PRC GAAP basis, including quarterly statistics to regulator and business planning • Review key assumptions supporting the valuation / pricing across various reporting metrics • Maintain and enhance valuation / pricing / reinsurance models, manage model development process • Assist in the research of actuarial and insurance information in the market • Support ad hoc projects such as HKRBC, IFRS 17, experience studies, new product design and other future regulatory changes impact assessment 	<ul style="list-style-type: none"> • Undergraduate students in Actuarial Science or related disciplines • Thorough understanding of Hong Kong insurance market and culture • Good command of both spoken and written Chinese and English • Good communication and presentation skills • Immediately available will be higher preferred

Insurance	China Life Insurance (Overseas) Company Limited	Intern - Compliance Department	<ul style="list-style-type: none"> • Assist to provide compliance advices for the Company and support on the daily operations, new business initiatives and insurance products • Assist to conduct regular assessments and reviews on compliance issues such as Anti-Money Laundering, personal data issues, related party transactions and outsourcing etc • Assist to liaise and coordinate with different business units to efficiently and effectively implement compliance projects • Provide daily administrative and clerical supports to the department • Provide assistance on ad hoc assignments as directed by supervisors 	<ul style="list-style-type: none"> • Undergraduate students in Law, Risk Management and other related disciplines • Detail-minded, with good communication and coordination skills, highly adaptive and proactive • Able to work independently as well as part of the team • Excellent written and spoken Chinese and English, proficiency in Putonghua will be a plus • Proficient in MS Office Software and Chinese input method
Insurance	China Life Insurance (Overseas) Company Limited	Intern - Risk Management Department	<ul style="list-style-type: none"> • Support daily business of Department in headquarter 	<ul style="list-style-type: none"> • Bachelor / Master degree undergraduate in Risk Management / Business Analytics
Insurance	China Life Insurance (Overseas) Company Limited	Intern - Underwriting Department	<ul style="list-style-type: none"> • handle administrative tasks of Underwriting Department • participate in user-acceptance tests of new business/underwriting related projects • translate underwriting manuals/guidelines into English or Chinese 	<ul style="list-style-type: none"> • DSE Candidate, University Student (Major in English, Finance/Insurance, Biology or nursing is preferred) • Mandarin proficiency is preferred • Strong interpersonal communication skills • Able to work under pressure
Insurance	China Life Insurance (Overseas) Company Limited	Intern - Claims Management Department	<ul style="list-style-type: none"> • Support the claims process, prepare related administrative work and correspondence • Assist in the system enhancement projects • Prepare training material and related claims promotion tools • Support data analysis and prepare regular reports • Provide translation support to the department 	<ul style="list-style-type: none"> • Bachelor degree holder in any disciplines, Major in translation is preferred • Strong interest in exploring insurance operations • Proficient in written and spoken English and Chinese; fluency in Putonghua is an advantage • Proficient in MS office (Word, Excel, Powerpoint & Chinese Word Processing)

Insurance	China Life Insurance (Overseas) Company Limited	Intern - Risk Management / Compliance Department	<p>Perform ongoing risk management and compliance activities in the MPF and SFC trustee business, include but not limited to:</p> <ul style="list-style-type: none"> • Assist to prepare for the risk reporting materials to the group company • Perform periodic independent review on the risk assessments carried out by other departments • Assist in the planning and execution of the compliance review to the service providers of the funds • Assist in reporting and tracking of the regulatory submission • Assist on the scheme documents review • Update the risk and compliance related procedure manuals • Assist to arrange the board/ committees meetings and prepare the relevant board materials • Work/ coordinate with internal teams and external parties to discuss the risk/ compliance related matters • Engagement in the projects and tasks as required by the department manager and head 	<ul style="list-style-type: none"> • Bachelor / Master degree undergraduate in Risk Management / Business Analytics
Insurance	China Pacific Life Insurance (H.K.) Company Limited	Intern, Finance Department	<ul style="list-style-type: none"> • Provide support in financial operations • Provide support on financial report and accounting operations • Handle routine financial operations, including payment, data entry and filing, prepare for monthly report etc. • Support different departments on financial projects 	<ul style="list-style-type: none"> • Undergraduate or postgraduate student • Major in Actuarial/ Business/ Insurance/ Finance/ Accounting or equivalent disciplines
Insurance	China Pacific Life Insurance (H.K.) Company Limited	Intern, Actuarial Department	<ul style="list-style-type: none"> • Prepare test plan and test cases according to test scope • Prepare documents, e.g. User Acceptance Testing (UAT) and User Requirement Specification (URS) • Support different departments on actuarial projects 	<ul style="list-style-type: none"> • Undergraduate or postgraduate student • Major in Actuarial/ Business/ Insurance/ Finance or equivalent disciplines
Insurance	China Pacific Life Insurance (H.K.) Company Limited	Intern, Marketing Department	<ul style="list-style-type: none"> • Responsible for daily administration • Handle enquiries 	<ul style="list-style-type: none"> • Undergraduate or postgraduate student • Major in Actuarial/ Business/ Insurance/ Finance or equivalent disciplines

Insurance	China Pacific Life Insurance (H.K.) Company Limited	Intern, Product Development Department	<ul style="list-style-type: none"> • Support new product launch, writing and editing life insurance product descriptions, preparation of promotion leaflets • Assist in marketing research and product development studies • Assist in monitoring the product test performance, update product descriptions on website • Assist in the implementation of product evaluation and provide support to the product promotion 	<ul style="list-style-type: none"> • Undergraduate or postgraduate student • Major in Actuarial/ Business/ Insurance/ Finance or equivalent disciplines
Insurance	China Ping An Insurance (HK) Co., Ltd	Underwriting Clerk	<ul style="list-style-type: none"> • Manage daily servicing and renewal process of general insurances • Responsible for daily administration, policy / endorsements issuing and documentation • Execute other ad hoc assignments as appointed by supervisor 	/
Insurance	China Ping An Insurance (HK) Co., Ltd	Claims Clerk	<ul style="list-style-type: none"> • Responsible for daily administration and documentation • Manage daily servicing and claims process of general insurances • Execute other ad hoc assignments as appointed by supervisor 	/
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, HR & Administration	<ul style="list-style-type: none"> • Provide all-round operational support to the Human Resources and Administration Department, including but not limited to recruitment, compensation and benefits administration and training • Provide support in general administration duties, such as expenses reimbursement • Provide backup support for reception • Participate in various HR and Admin projects as assigned 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, major in Business Administration or other related disciplines • Attention to details, proactive with can-do attitude • Good communication skills, interpersonal skills and problem solving skills • Basic knowledge of MS Office • Excellent command in both written and spoken English and Chinese (including Putonghua)

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Investment Management	<ul style="list-style-type: none"> • Data analysis: Assist in Data collection, validation, governance, and analysis to support investment and actuarial calculations and modeling efforts • Asset and liability modeling: Contribute to the development, enhancement, and validation of asset and liability models, such as liability reserve pricing models and risk assessment models • Investment analysis: Support macroeconomic research, fundamental and financial analysis and assist in preparation of credit analysis reports. Analyze financial data and provide insights on investment opportunity and risk to support investment decision-making processes • Cross-functional collaboration: Collaborate with cross-functional teams and assist in daily administration work to ensure effective communication and coordination 	<ul style="list-style-type: none"> • Bachelor Degree, Year 3 or above, major in Actuarial, Mathematics, Statistics, Financial Engineering or a related quantitative field • Strong analytical and problem-solving skills, with a solid foundation in mathematics, statistics and financial modelling • Familiar with programming languages such as C++, Python, R, VBA or SQL. Experience with financial and actuarial modeling is preferred • Knowledge of financial and actuarial concepts, enrolling or passed actuarial exam or CFA exam is preferred • Attention to detail and accuracy in working with complex datasets and performing calculations • Excellent written and verbal communication skills in both English and Mandarin (Cantonese is a plus but not must), with the ability to effectively present and explain professional concepts to both technical and non-technical stakeholders • Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment • Ability to work independently as well as collaboratively in a team-oriented setting
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Intermediary	<ul style="list-style-type: none"> • Assist in document management of insurance brokers • Assist in daily sales support administration 	<ul style="list-style-type: none"> • Bachelor Degree, Year 1 or above • Basic knowledge of current insurance market • Basic knowledge of data collection and analysis • Familiar with the use of MS Office & Outlook • Excellent command in both written and spoken English and Chinese (including Putonghua)
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Bancassurance	<ul style="list-style-type: none"> • Provide overall support to the Bancassurance Department • Assist in sales support • Assist in market research and product analysis • Ad-hoc tasks assigned by the supervisor 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, major in Business Administration, Economics, Finances or equivalent disciplines • Familiar with the use of MS Office & Outlook • Attention to details, proactive with can-do attitude • Good communication skills, interpersonal skills and problem solving skills • Excellent command in both written and spoken English and Chinese (including Putonghua)

Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing (Product Development)	<ul style="list-style-type: none"> • Assist in product development, e.g. product document drafting and user acceptance test, etc. • Gather market information and prepare market comparison/ market intelligence report • Assist in ad-hoc projects and other duties as required 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, major in Actuarial / Business Administration or related disciplines • Basic knowledge of MS Office • Good analytical skill and communication skills • Excellent command in both written and spoken English and Chinese (including Putonghua)
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing (Product Marketing)	<ul style="list-style-type: none"> • Assist to implement marketing campaigns • Liaise with design house for production of product brochure and promotion material • Proofread product brochure and promotion material 	<ul style="list-style-type: none"> • Bachelor Degree, Year 1 or above, major in Marketing, Language, Translation or Communication or related discipline • Basic knowledge of MS Office • Excellent command in both written and spoken English and Chinese (including Putonghua)
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Product Marketing (Product Pricing)	<ul style="list-style-type: none"> • Conduct various levels of data analysis and market studies • Assist in providing financial information to prepare internal management report • Support new product launch and perform system User Acceptance Test (UAT) • Assist in handling special quotation • Assist in ad-hoc projects and other duties as required 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, major in Actuarial Science, Mathematics, Statistics, or other related disciplines • Basic insurance products knowledge and in progress of acquiring actuarial professional qualification would be advantages • Strong analytical skill and good communication skill • Self-motivated, detail-minded and result-oriented • Excellent command in both written and spoken English and Chinese (including Putonghua)
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Actuarial & Corporate Strategy	<ul style="list-style-type: none"> • Assist in Actuarial business as usual (BAU) work in designated teams (e.g. Valuation Reporting, Modelling, Asset Liability Management, Experience Study, etc.) • Assist in special project • Assist in ALS Library analysis, IFRS 17 model implementation and IFRS 17 monthly reporting • Ad-hoc tasks assigned by the supervisor 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, major in Actuarial/ Statistics /Mathematics / Finance or equivalent disciplines • Basic knowledge of actuarial science • Pass the Actuarial related exam, e.g. P /FM / FAM etc. in SOA is an advantage • Knowledge of Programming (e.g. Python) is an advantage • Knowledge of Prophet is an advantage • High level of proficiency in MS Office, especially Excel • Excellent command in both written and spoken English and Chinese (including Putonghua)
Insurance	China Taiping Life Insurance (Hong Kong) Company Limited	Summer Intern, Information Technology	<ul style="list-style-type: none"> • Assist in systems development, e.g. gather user requirement, conduct systems analysis, perform system integration test and etc. • Assist in ad-hoc projects and other duties as required 	<ul style="list-style-type: none"> • Bachelor Degree, Year 2 or above, major in Information Technology or equivalent • Basic knowledge in JavaScript programming • Knowledge in JAVA and PostgreSQL is definitely an advantage • Good analytical skill and communication skills • Excellent command in both written and spoken English and Chinese (including Putonghua)

Insurance	Dah Sing Insurance Company (1976) Limited	Summer Intern (Underwriting)	<ul style="list-style-type: none"> • Administrative support to the team as assigned • Report preparation • Documents follow up 	<ul style="list-style-type: none"> • Proficient in Microsoft Office • Good command of written English and Chinese
Insurance	Dah Sing Insurance Company (1976) Limited	Summer Intern (Corporate & Partnership Management)	<ul style="list-style-type: none"> • Administrative support to the team as assigned • Assist the team to coordinate the projects with vendors • Support the preparation of product materials and ad-hoc projects 	<ul style="list-style-type: none"> • Proficient in Microsoft Office • Good command of written English and Chinese
Insurance	Dah Sing Insurance Company (1976) Limited	Summer Intern (IT Transformation & Business Solution)	<ul style="list-style-type: none"> • Assist the team to coordinate the projects with vendors • Support the preparation of product materials and ad-hoc projects 	<ul style="list-style-type: none"> • Proficient in Microsoft Office • Good command of written English and Chinese
Intermediary	Delta Asia Wealth Management Limited	Trainee - Insurance	<ul style="list-style-type: none"> • Assist insurance sales and product including general, life and MPF • Assist in preparing and reviewing training materials and coordinating the training with RMs • Provide distribution support, conduct product comparison, data analysis and assist Manager to implement sales reinforcement initiatives • Ensure the enforcement of sales compliance fulfillment and support regular & ad-hoc tasks as assigned • Contribute to the success of insurance business growth and full sales compliance to internal and/or regulatory requirements 	<ul style="list-style-type: none"> • Associate / Bachelor Degree in business administration, economics, finance or related discipline preferred • Excellent communication skill • Good knowledge of PC applications such as Microsoft Word, Excel
Intermediary	Delta Asia Wealth Management Limited	Trainee - Group Marketing & Communications	<ul style="list-style-type: none"> • Create a wide range of graphics design for promotion, product illustrations and websites • Simple video shooting and editing • Assist in executing marketing campaigns & initiatives • Provide clerical and administrative support to the department 	<ul style="list-style-type: none"> • Undergraduate Degree in graphic design or related discipline • Proficiency with required desktop publishing tools, including Photoshop, InDesign Quark, and Adobe Illustrator with MAC • Self-motivated, detail-minded, responsible with team spirit • Knowledge in video shooting and editing is a plus
Intermediary	Gain Miles Assurance Consultants Limited	Actuarial intern	<ul style="list-style-type: none"> • Identify and understand the current operational problems and make suggestions for improvement through forecasting, gap analysis, quantitative reporting, research and statistical analysis • Analyze survey findings and develop reports and communication decks to different stakeholders such as the company's management, sales teams and clients • Support in any other ad-hoc tasks as assigned 	<ul style="list-style-type: none"> • Pursuing a bachelor's degree in Finance, Business or related degree is preferred • Good analytical and communication skills • Attentive with strong analytical and problem-solving skills • Proficient in spoken & written English & Chinese • Proficiency in MS Office • Can do positive attitude

Intermediary	Gain Miles Assurance Consultants Limited	Associate Consultants intern	<ul style="list-style-type: none"> • provides an excellent opportunity to learn about fund comparison and composition • assisting in conducting investment analysis and fund analysis • preparing presentation decks and utilizing Bloomberg • participating in ongoing training and development sessions • Support in any other ad-hoc tasks as assigned 	<ul style="list-style-type: none"> • Pursuing a bachelor's degree in Finance, Business or related degree is preferred • Possess excellent verbal and written communication skills • Proficiency in MS Office • Be able to demonstrate a high level of professionalism and positive attitude • Show an interest in developing a career in wealth management and financial services industry
Intermediary	Gain Miles Assurance Consultants Limited	Customer Relationship & Operations Management Intern	<ul style="list-style-type: none"> • Perform data analysis to extract potential business opportunity insights, identify trends with market comparable • Involve in system data cleansing and data migration to Customer Relationship Management System CRM • Assist in the testing and validation of CRM, and its features and functionalities • Assist in lead assignment and compile calling exercise list for frontline wealth management staff to execute • Assist in conducting thorough analysis of existing wealth management business processes and systems to identify gaps, inefficiencies, and areas for improvement • Create and maintain detailed documentation, including functional specifications, system requirements, and user manuals • Assist in managing activity campaign records and generating in-depth activity reports for top management to track sales performance • Support in any other ad-hoc tasks as assigned 	<ul style="list-style-type: none"> • Pursuing a bachelor's degree in Finance, Business or related degree is preferred (welcome all undergraduates and postgraduates students) • Possess excellent verbal and written communication skills • Proficiency in MS Office • Can-do attitude
Intermediary	Gain Miles Assurance Consultants Limited	UX/UI Designer intern	<ul style="list-style-type: none"> • Responsible for designing the Web and App UI/UX, including the development and refinement of front-end and back-end interfaces • Define and drive the user experience strategy and design solutions for Web and App • Work closely with product development and front-end developers to deliver UI within schedule • Identify and troubleshoot UX problems and conduct layout adjustments based on user feedback • Develop and maintain design style guides and design patterns • Explore emerging UI/UX capabilities that can be used for our product iterations • Support in any other ad-hoc tasks as assigned 	<ul style="list-style-type: none"> • Undergraduate Degree holder in Web, Graphic Design, Multi-Media, Interface Design, Visual Art or related discipline • Minimum 1 year of experience on UI/UX Design • Experience with UI/UX design work for both web and APP • Experience with design tools is a must • Excellent communication, presentation and interpersonal skill • Good command of both spoken and written of English and Chinese

Intermediary	Global Prosperity Financial Company Limited	Administration Assistant	<ul style="list-style-type: none"> • Answer customer enquiries • Input and maintain customer policy database • Follow up on outstanding/pending issues on policy matters 	<ul style="list-style-type: none"> • Attention to details with due care • Good manner and interpersonal skills
Intermediary	Grandwood Insurance Brokers Limited	Insurance Broking Internship	<ul style="list-style-type: none"> • Supporting daily insurance policy operations including preparing policy documentation • Assist in client surveys, seminars & events, preparing invitations, marketing letters, event handouts & conducting client research • Providing support on business development initiatives, such as administrative support in prospecting & maintenance of database 	<ul style="list-style-type: none"> • Proficient in the use of Microsoft office, Chinese Word Processing
Insurance	Heng An Standard Life (Asia) Limited	Intern, Operations	<ul style="list-style-type: none"> • Perform work analysis and data analysis to propose and implement initiatives to streamline operational processes • Design test plan, perform UAT and prepare systematic documentation of testing results within specific timeframe to support timely delivery of system projects • Analyze operational processes and system gaps to support new product implementation • Ad hoc tasks assigned by supervisor 	<ul style="list-style-type: none"> • University students in any disciplines • Good knowledge of MS offices • Well versed in Excel and Chinese word processing • Good command of written Chinese and English • Attentive to details
Insurance	Heng An Standard Life (Asia) Limited	Intern, Pricing and Commercial	<ul style="list-style-type: none"> • Actuarial model building and verification • Enhancement and automation on actuarial model • Parameter setting (actuarial assumptions) on actuarial model • Application of actuarial model to business use (Concession cases calculation) • UAT checking between system and actuarial model for new products and customer campaigns • Market Data analysis and comparison 	<ul style="list-style-type: none"> • Proficient in MS office skills • Basic Insurance product knowledge • Basic Actuarial background (preferred) • Fluent in English/Cantonese
Insurance	Heng An Standard Life (Asia) Limited	Intern, Actuarial	<ul style="list-style-type: none"> • Assist in IFRS 17 reporting, such as preparing and checking model point files, assumption files, actual accounting data etc. Help to develop system for IFRS 17 including: <ul style="list-style-type: none"> -Data Conversion System for Prophet (C++) -Batch job under Prophet -Actuarial Software -VBA under Microsoft Assess • Assist in organising results from actuarial software, such as documentation of the purpose and assumptions underlying the results 	<ul style="list-style-type: none"> • University students majoring in actuarial, mathematics or statistics • Experience with excel software • Knowledge to various programming language, such as VBA, C++

Insurance	Heng An Standard Life (Asia) Limited	Intern, Finance	<ul style="list-style-type: none"> • Support the UAT testing of the new accounting system and new product • Assist, following the documentation of IFRS17 to test the implementation result in SAS and Oracle. Also, making the balance sheet and profit & loss account • Support in the UAT testing of Robotic Process Automation in Finance department, in particular in fund trading • Help in developing automation for financial monthly reporting • Assist in implementing the automation in management reporting 	<ul style="list-style-type: none"> • Familiar with excel, familiar with Marco is preferable • With accounting knowledge is a must • Good presentation and communication skill • Fluent in Putonghua and English is preferable • With the spirit of Dare to try
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Junior Software Engineer	<ul style="list-style-type: none"> • Working with design team and translating requirements and mockups into fully functioning features websites and applications • Delivering documentation, conduct testing and troubleshoot websites • Assist in ad hoc programming development projects 	<ul style="list-style-type: none"> • Hands-on experience in Web application development • Web application development Knowledge in any of Golang, Node.JS, React.JS, Typescript, HTML5, CSS, and JavaScript a definite advantage • Experience in using SQL, mongodb, dynamodb, GraphQL • Experience in using Git, cloud service providers (AWS) is a plus • Strong sense of responsibility and self-motivated
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	UI/UX Designer	<ul style="list-style-type: none"> • Works with development team to design and develop information, architecture, interactions model, user interface & user flow for web and mobile apps 	<ul style="list-style-type: none"> • Diploma / Degree in design related subject • Experience in Adobe XD and Figma • A portfolio of relevant design work
Intermediary	Hong Kong Actuarial Insurance Consultants Company Limited	Actuary Assistant	<ul style="list-style-type: none"> • Organise knowledges and subjects related to actuary or finance field • Putting the knowledges into easy-understanding words in PPT for presentation purpose 	<ul style="list-style-type: none"> • Diploma or above in actuarial science, accounting, economics, or equivalent • Sitting at least 1 paper in SOA or IFoA exams, or any professional exams like CFA • Good in written and communication in both Chinese and English
Intermediary	Hong Kong Yeetah Insurance Broker Limited	Executive Assistant	<ul style="list-style-type: none"> • Fill in policy application documents, use the insurance system to make proposals • Assist customers in signing policy documents, follow-up both pre-sales and post-sales documents related matters. The client signed documents involve outdoor activities. • Assist in handling completed policy inquiries, claim documents and other after-sales document processing. 	<ul style="list-style-type: none"> • Bachelor Degree

Intermediary	KSY Speciality Limited	Summer Intern	<ul style="list-style-type: none"> • The position will learn a few selected types of general insurances e.g. property, liability, marine, personal accident etc. After appropriate training, the position will be involved with customer service and insurance documentation processing including system input and computer checking. 	<ul style="list-style-type: none"> • Undergraduate, good command in English and Chinese, very eager to learn and consider insurance as a career, proficiency in Microsoft skill with Chinese and English input.
Intermediary	Lloyds Pacific Financial Consultants Limited	Administrative Assistant	<ul style="list-style-type: none"> • Assist in Administrative function 	/
Intermediary	Lloyds Pacific Financial Consultants Limited	Marketing Trainee	<ul style="list-style-type: none"> • Marketing 	/
Intermediary	Lockton Companies (Hong Kong) Limited	Operational Support	<ul style="list-style-type: none"> • IT repository organization • ESG participation • Risk & compliance monitoring • 5YP monitoring 	<ul style="list-style-type: none"> • To support the RCOO on a daily basis • Assist reorganization of country oversight and control functions via a number of targeted projects
Intermediary	Lockton Companies (Hong Kong) Limited	Intern - Finance	<ul style="list-style-type: none"> • Preparing cheque deposit slip and courier to banks • Assist with T&E supporting document checking and updating the monthly report • Assist in follow up the long outstanding receivable • Filling in ad hoc forms for banks 	<ul style="list-style-type: none"> • University student, preference for studying either Accounting or Finance as their major • Good in MS office • Good in English speaking and writing
Intermediary	Lockton Companies (Hong Kong) Limited	Marine, Specialty & Reinsurance Intern	<ul style="list-style-type: none"> • Research, review, analysis and presentation • Fundamental insurance knowledge and principles • Marine and Specialty insurance • Insurance back-office controls • System processing • Compliance verification • Documentation editing and filing • General office duties • Ad hoc tasks status • Meet industry practitioners. (i.e. insurers) 	<ul style="list-style-type: none"> • University Degree, preferable in Logistics/Shipping/Business/Finance • Good in MS Office applications, including Word, Excel and Chinese Word Processing • Good spoken and writing skills in both English and Chinese • Good communication and interpersonal skills

Intermediary	Lockton Companies (Hong Kong) Limited	Intern, Wellbeing & Growth Marketing, Regional Consulting, People Solutions	<ul style="list-style-type: none"> • To work closely with Business Development, Consulting and Client Management team in supporting the design of the corporate wellness program and flexible benefits program. Create innovative engagement initiatives and activities • To support various client events and marketing activities to uplift Lockton's brand • To work closely with the Marketing Team and Consulting team on content development for the marketing collateral in accordance with brand guidelines • To source new vendors/ partners and maintain positive relationships with all key stakeholders including insurance companies, healthcare providers, third party administrator, NGOs or community partners etc. • To work on various flexible benefits project, include pitching materials preparation, market trend update and analysis, focus group preparation, project time-line management • To work on with team on annual remarketing / renewal of flexible benefits programs include program review and work flow review enhance overall user experience • To support implementing and launching of flexible benefits programs • Assist with ad hoc duties as assigned 	<ul style="list-style-type: none"> • Proactive manner • MS Office proficiency • Good command in English and Chinese
Intermediary	Lockton Companies (Hong Kong) Limited	Intern, People Solutions business	<ul style="list-style-type: none"> • To work closely with Senior Consultant in supporting the policy administration of corporate employee benefits program including group medical and group life insurance • Support the Consultants in preparing and organizing different presentation materials including benefit comparisons, renewal reports, benefit briefing presentations, RFQ documents 	<ul style="list-style-type: none"> • Major in insurance-related • Good Skills in MS office • Good command of both English and Chinese
Intermediary	Lockton Companies (Hong Kong) Limited	Intern, Consulting & Analytics	<ul style="list-style-type: none"> • Work with the team of consultants and actuaries to conduct data analysis, benchmarking, survey reports, and other deliverables as part of client consulting projects • Maintaining various databases and reporting tools • Support administrative responsibilities, project management, and co-ordination of client benefit and wellness project • Support business development activities 	<ul style="list-style-type: none"> • Major in Risk Management/ Actuarial Science/ Insurance/ Business/ Engineering/ Computer Science is preferred • Good analytical, interpersonal and communication skills • Self-motivated, responsible, able to work in a team environment • Knowledge of Excel VBA and Power BI is a plus • Proficient in MS Office • Good command of both written and spoken English and Chinese

Intermediary	Lockton Companies (Hong Kong) Limited	Intern (Human Resources)	<ul style="list-style-type: none"> • Assist in administrative tasks • Assist in full spectrum of HR activities and projects conduct survey • Conduct market research and data analysis • Provide support and attend different training and employee events • Other ad hoc duties as assigned 	<ul style="list-style-type: none"> • Undergraduates, preferably majoring in Human Resources Management or Business Administration • Good command of spoken and written English and Chinese • Good PC knowledge in MS Excel, MS Word, and PowerPoint • Strong organizational and time management skills • Excellent communication and interpersonal skills
Insurance	Manulife (International) Limited	Summer Intern - Audit Services	<ul style="list-style-type: none"> • Manage and participate in SOX testing projects • The candidate is accountable for completing SOX testing works 	<ul style="list-style-type: none"> • University student, preferably in Accounting, Finance, Business Administration, or related disciplines • Proficient in English, Excel and other CAAT tools such as PowerBI • Good business knowledge of the insurance industry • Excellent communication and presentation skills, oral and written • Results oriented; able to strike work balance on multiple priorities and projects
Insurance	Manulife (International) Limited	Summer Intern - Technology Audit	<ul style="list-style-type: none"> • Execute technology audits to objectively evaluate the effectiveness of key controls and adequacy of risk management practices • Support department initiatives for audit process improvement or ad hoc assignment • Perform different types of audits including integrated/cross functional audits in partnership with groups across Audit Services • Perform research on IT related regulation updates in Asia markets where Manulife operates • Support annual IT SOX testing covering Development and Change, and Access Security 	<ul style="list-style-type: none"> • University student, preferably in Accounting and Information Systems or related disciplines • Good business knowledge of the insurance industry • Excellent communication and presentation skills, oral and written • Results oriented; able to strike work balance on multiple priorities and projects
Insurance	Manulife (International) Limited	Summer Intern - Asia Tech - iFUNDS	<ul style="list-style-type: none"> • To assist in daily stand-up and agile ceremonies • To assist in documenting user stories / process flows from workshops • Maintaining support documentation in SharePoint and Confluence 	<ul style="list-style-type: none"> • Majoring in Computer Science, Business Administration, Insurance, Marketing, Finance, or related disciplines • Cloud knowledge is preferable • Strong aptitude to learn • Excellent command of MS Word and PowerPoint • Good command of spoken and written English and Chinese • Good communication skills and the ability to present findings to a non-technical audience

Insurance	Manulife (International) Limited	Summer Intern - Asia Tech - WRS	<ul style="list-style-type: none"> • To assist in daily stand-up and agile ceremonies • To assist in documenting user stories / process flows from workshops • Maintaining support documentation in SharePoint and Confluence 	<ul style="list-style-type: none"> • Majoring in Computer Science, Business Administration, Insurance, Marketing, Finance or related disciplines • Has knowledge on one or more of Javascript / Typescript, ReactJS, Python • Cloud knowledge is preferable • Strong aptitude to learn • Excellent command of MS Word and PowerPoint • Good command of spoken and written English and Chinese • Good communication skills and the ability to present findings to a non-technical audience
Insurance	Manulife (International) Limited	Summer Intern - Asia Tech - Support	<ul style="list-style-type: none"> • To assist with opening support tickets and assisting users with requests • Managing work requests in JIRA -Building and maintaining dashboards in Jira, Excel, and PowerBI • Maintaining support documentation in SharePoint and Confluence -Work on minor code changes / programming enhancements when required (opportunity to learn Javascript and other similar languages) • Assisting the application support team on ad-hoc tasks as assigned 	<ul style="list-style-type: none"> • Majoring in Computer Science, Business Administration, Insurance, Marketing, Finance or related disciplines • Strong aptitude to learn • Excellent command of MS Word and PowerPoint • Good command of spoken and written English and Chinese
Insurance	Manulife (International) Limited	Actuarial Summer Intern	<ul style="list-style-type: none"> • Gain understanding of various management information system (MIS) / data source and maintain business projection models • Analyze monthly Assets under management (AUM) through the data source and income statements and provide commentaries on key drivers • Learn and master PowerBI to streamline month end reporting and expense tracking including documentation • Check and rewrite the data query into MS-PowerBI query / SQL statement • Perform testing on the query result • Extract and analyze financial data from Essbase\Lawson (PC based System) including revenue, expenses, and fund flows • Extract projection data from Anaplan and integrate with management report in Power BI • Participate and assist in annual planning cycle from IT system • Presenting information to upper-level managers 	<ul style="list-style-type: none"> • Undergraduate majoring in actuarial science, mathematics, statistic, or risk management • A self-starter, outgoing, adaptive, and eager to learn • Good academic results • Good communication, presentation, and interpersonal skills • Knowledge in statistical software or programming language is an advantage • Fluent in written and spoken English

Insurance	Manulife (International) Limited	Data and Finance Summer Intern, IFRS 17 Implementation	<p>As part of the regional finance team, you will contribute to the delivery of IFRS 17 implementation project by the following:</p> <ul style="list-style-type: none"> • Assist to perform data and financial analysis through newly developed IFRS 17 accounting and financial systems and financial reporting applications • Assist to build and design standard IFRS 17 financial reports in an efficient, effective and user-friendly manners for Asia finance stakeholders in relation to the target delivery of financial processes, reconciliation and control • Assist to identify outlier, in-common data element and validate unit test, functional test, system integration test and user acceptance test results based on financial sub-ledger system and upstream data of agile deployment timeline or critical / high impact items relevant to Asia Finance • Assist to document in summarized data, process and system requirements / findings or proposed solutions for forward looking improvement by word / simple numeric excel illustration / power point format from operational finance management perspective • Assist in financial processes re-engineering for financial operation quality close or fast close in IFRS 17 basis 	<ul style="list-style-type: none"> • Year 2 or Year 3 students are suggested • Major in Statistics / Risk Management Science / Quantitative Finance/ Actuarial / Accounting and Finance • Excellent skills on excel formula, pivot table ,VBA and Power BI, programming; Excellent research and data mining skill • Excellent financial modelling skill • Strong communication skill; Strong team player • Well organized and pay attention to details • Ability to handling high volume of data and complicated data structure • Ability to summarize complex dataset or cross system applications for presentation by MS excel / PowerPoint
Insurance	Manulife (International) Limited	Intern - ETS (Enterprise Technology & Services) Delivery Team	<ul style="list-style-type: none"> • Provide support to ETS delivery team, which is a high performance team, responsible for the delivery of critical initiatives that impact every Manulife employees and customers. The delivery team members span across geographical locations. 	<ul style="list-style-type: none"> • Candidates who has an aspiration to be a delivery professional. Those with keen interest in technology adoption and improving user experience, attention to detail, an inquisitive and an analytical mindset are all important consideration for the successful candidate.
Insurance	Manulife (International) Limited	Intern - Asia Delivery Services	<ul style="list-style-type: none"> • You will be the Business Analyst Intern : Elicit and model business requirements/user stories. Deliver through Agile methodologies. Define Business solution options, provide test support 	<ul style="list-style-type: none"> • Studying in Business Administration, Finance, Economics, Computer Science or relevant field • Good communication in English and analytical skills • Knowledge of Agile methodologies would be ideal

Insurance	Manulife (International) Limited	Summer Intern - Distribution Solutions, IFP Business Development, Agency Operations	<p>On the job you will :</p> <ul style="list-style-type: none"> • Provide support in organizing events and seminars, including logistics, transportation arrangement, material production and presentation material development • Provide on-site support during events, including registration management and equipment setup • Assist in communicating with vendors and internal stakeholders to ensure smooth execution of events • Assist in development of marketing material and email communications • Provide clerical and general administrative support to the team 	<p>What we are looking for :</p> <ul style="list-style-type: none"> • Strong organizational skills with the ability to multitask and prioritize task effectively • Excellent Chinese and English writing and editorial skills • Excellent communications skills • Good attention to details • PC literate in Word, Excel, PowerPoint and Chinese word processing
Insurance	Manulife (International) Limited	Summer Intern - Business Analytics	<ul style="list-style-type: none"> • Work with stakeholders from business domain, understand their requirements and proactively perform descriptive & diagnostic analytics support directly to domain stakeholders to provide insights supporting day-to-day decision making. • Assist analysis of moderate scope and manages assigned tasks on more complex projects. 	<ul style="list-style-type: none"> • University degree with data science and/or quantitative focus, such as Data Science / AI, Statistics / Mathematics, Information Systems, Quantitative Analysis for Business, or Economics, etc • Strong numerical and analytical skills • Able to integrate and analyze data from multiple sources to create actionable insights • Proficient in Python, SQL, R, or other coding languages / data mining tools • Databricks, Azure Platforms would be a plus • Basic knowledge in Data Lake infrastructure / environment would be a plus
Insurance	Manulife (International) Limited	Summer Intern - Communications System Development	<ul style="list-style-type: none"> • Support contact centre telephony system migration project and enhancement • Facilitate communications within the department and with other working partners (i.e. business units, IT team, vendors, etc) • Assist on resolving the system issue raised by the contact centre users • Handle contact centre statistics for reporting purposes • Assist on ad-hoc requests and administrative tasks as assigned 	<ul style="list-style-type: none"> • Strong analytical skills with the ability to collect, organize, analyze, and disseminate large amounts of information with attention to details and accuracy • Ability to communicate clearly and professionally, both verbally and in writing • Well organized and attentive to details • Self-initiated and have a strong drive to learn

Intermediary	Marsh (Hong Kong) Limited	Summer Intern	<ul style="list-style-type: none"> • Provide support on product benchmark and development • Perform data analysis, industry & new business research • Perform daily operations support, documentation, paperwork preparation and data clean-up • Provide general support for the assigned team and Practice Leader • Assist other duties and ad hoc projects as assigned • On-the-job training will be provided • Duration: Early July - End of August 	<ul style="list-style-type: none"> • University Student in Penultimate Year of Study • Good command of spoken and written English and Chinese • Proficient in MS Office applications • Good interpersonal skills which foster positive relationships and teamwork • Detail-minded and target-oriented • Willing to work in a fast-paced environment, self-motivated and able to work under pressure
Intermediary	Meritus Insurance Consultant Limited	Account Officer	<ul style="list-style-type: none"> • Prepare quotation & renewal notice • Review existing policy 	<ul style="list-style-type: none"> • Word & Excel knowledge
Intermediary	Meritus Insurance Consultant Limited	Web-site handler	<ul style="list-style-type: none"> • Develop & maintain company website and handle online enquiry 	<ul style="list-style-type: none"> • Website design knowledge
Intermediary	MI Insurance Brokers Limited	Summer Intern	<ul style="list-style-type: none"> • To provide assistance to business team in data entry, filing, information gathering and presentations • To work business team to design marketing campaign for insurance products to meet company's goals • To create content and marketing material and videos in website and social media 	<ul style="list-style-type: none"> • Proficiency in PC skills, including MS Office (Word, Excel and PowerPoint) • Some knowledge in data analysis, graphic design and digital marketing is an advantage
Intermediary	Money Concepts (Asia) Holdings Ltd	Financial Planner - Intern	<ul style="list-style-type: none"> • Handle enquires from business partners and clients by-email and phone calls 	<ul style="list-style-type: none"> • Good interpersonal & communication skills
Intermediary	Money Concepts (Asia) Holdings Ltd	Customer Service - Intern	<ul style="list-style-type: none"> • Handle enquires including complaints, and provide one stop service to satisfy customer needs 	<ul style="list-style-type: none"> • Good interpersonal & communication skills
Intermediary	Nova Insurance Consultants Limited	Executive Trainee	<ul style="list-style-type: none"> • The candidate will undergo on-the-job training and assists the team to serve the insurance needs of our corporate accounts • He / She will take up project works, attend various on-and off-the-job training and will be under direct coaching by the Senior Executives • Duties include preparation of quotation, assisting in producing client proposals, product comparison and claims analysis and day-to-day account servicing 	<ul style="list-style-type: none"> • Pass in Paper 1,2,3,5 of IIQE would be an asset • Good command of spoken and written English and Chinese

Insurance	Peak Reinsurance Company Limited	Intern, L&H Actuarial	<ul style="list-style-type: none"> • Perform supervised actuarial analysis including, i.e. pricing, experience studies • Provide a resource to teams preparing for meetings, presentations, market studies and reports • Conduct research, monitor market developments and help to develop analysis tools 	<ul style="list-style-type: none"> • Willing to learn • Good understanding in insurance and reinsurance • Strong analytical and problem solving ability • Excellent verbal and written communication skills in English and Chinese • Interest in reinsurance business environments and international markets • Articulate, flexible in working to deadlines, adept at working with process and the ability to communicate findings • Experience in performing data analysis and calculations using MS excel, MS Access, SQL a plus
Insurance	Peak Reinsurance Company Limited	Intern, L&H Technical Accounting	<ul style="list-style-type: none"> • To accurately and completely maintain proper technical accounting record by correctly interpret the Statement of Accounts • Data input by following the agreed working procedures / processes of technical accounting • To closely monitor the cash-flow, account receivable aging status and follow up on settlement • To accurately assist in the compilation of regular and ad-hoc internal and external reports • Work on projects as required 	<ul style="list-style-type: none"> • Willing to learn • Good understanding in insurance and reinsurance • Strong analytical and problem solving ability • Excellent verbal and written communication skills in English and Chinese • Interest in reinsurance business environments and international markets • Articulate, flexible in working to deadlines, adept at working with process and the ability to communicate findings • Experience in performing data analysis and calculations using MS excel, MS Access, SQL a plus
Insurance	Peak Reinsurance Company Limited	Intern, Corporate Communications	<ul style="list-style-type: none"> • Assist to organize virtual or physical events, such as preparing marketing collaterals and gifts • Be responsible for sending company events invitation, managing guests registration, distributing Client eNewsletter by MailChimp (e-marketing tool), etc. • Assist to manage news subscription, such as liaison with media outlets and co-ordinate with internal users • Upload company information on company website by Kentico CMS and intranet by SharePoint • Assist in production, printing and online publishing company collaterals • Support the team in editorial needs, such as polish English and Chinese presentation decks if needed • Ad hoc tasks to be assigned 	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in English and Chinese • Proficient in using MS Word, Excel and PowerPoint • Strong analytical and problem-solving ability • Articulate, flexible in working to deadlines, adept at working with process and the ability to communicate findings

Insurance	Peak Reinsurance Company Limited	Intern, Underwriting	<ul style="list-style-type: none"> • Get familiar with current reporting tables • Learn basic factors that underwriter needs for market benchmarking study; build the data foundation, organize information and create charts • Data mining in current business submission for the information of interests for risk evaluation and aggregate control • Assisting manager to design and build a systematic and visual process to monitor risk accumulation • Underwriting process/operation support • Related business event support 	<ul style="list-style-type: none"> • Logical thinking and analytical mind • Strong MS Excel skills, with ability of coding in Excel Macro • Experience in data cleaning, data restructuring, and database setup • Experience in at least one: Python, SQL, R • Knowledge of different natural hazards, good understanding of scenarios of catastrophic damage • Basic concept of insurance or reinsurance • Science (Geoscience, Meteorology, Agriculture, Physics, etc.), or • Engineering, or • Mathematics, Statistics, Actuarial, or • Computer science and programming, or • Insurance, Risk management
Insurance	Peak Reinsurance Company Limited	Intern, IFRS 17	<ul style="list-style-type: none"> • Assist in the preparation of IFRS 17 data used in IFRS 17 reporting. This includes working closely with internal staff such as actuaries and accountants in their review of the results. • Assist in the preparation of IFRS 17 reporting process documentation. • Support the finance team to deliver the required inputs for the system runs. • Support in preparing data for ad hoc analysis for internal and external stakeholders. 	<ul style="list-style-type: none"> • Studying towards a degree in accountancy or related disciplines (is a plus) • Proficiency in computer skills (Microsoft Excel, Word, PowerPoint), knowledge of programming (e.g. PowerBI, MS Access) (is a plus although not essential) • Good analytical and problem solving ability • Good command of written and spoken English • Good interpersonal skills with ability to communicate in a clear and concise manner in a multinational environment. • A strong sense of teamwork and work ethic. • Good problem-solving, interpersonal and communication skills. • Detail oriented, Proactive and energetic, Flexible and reliable • Highly organised and able to prioritise to meet deadlines

Insurance	Peak Reinsurance Company Limited	Intern, Analytics	<ul style="list-style-type: none"> • Learn and supporting the cyber insurance modelling related to pricing and accumulation control • Maintenance and enhancement of pricing tool – you will assist the team to maintain functionalities and assumptions within the P&C reinsurance treaty pricing tool, as well as to update the pricing tool with regard to business requirements • Accumulation control – you will assist with the team to update accumulation control documents for certain key lines of business, to make sure exposure will not exceed the company’s risk appetite • Ad-hoc analytical support – you will provide a resource to teams preparing for meetings, presentations, market studies and reports 	<ul style="list-style-type: none"> • Strong analytical and problem solving ability • Excellent verbal and written communication skills in English • Interest in the insurance/reinsurance industry • Articulate, flexible in working to deadlines, adapt at working with process and the ability to communicate findings • Experience in data manipulation using MS Excel, comfortable with using Word and PowerPoint. • Experience with programming in VBA, R, Python or SQL is a plus • Candidates with actuarial exams are preferred.
Insurance	Peak Reinsurance Company Limited	Intern, Investment	<p>Investment Performance Analysis and reporting :</p> <ul style="list-style-type: none"> • Assist in performance tracking and analysis by making use of Bloomberg and other system(s) • Assist in maintaining trade log and generating investment performance report on regular basis • Assist preparing investment presentation and analysis materials on monthly and quarterly basis • Opportunity to participate in Investment meeting, to discuss investment trend and underlying investments • Help to streamline Fund performance monitoring • Facilitate investment research <p>Investment Operations :</p> <ul style="list-style-type: none"> • Assist account opening and annual / regular KYC with existing brokers/fund managers • Ad hoc operation related tasks 	<ul style="list-style-type: none"> • Major in Finance, Statistics, Investment Management or related disciplines is desirable • Exam passes in the early stage of CFA, FRM, or CPA qualifications is a plus • Good PC skills: MS Word, Excel and PowerPoint; Bloomberg is a plus • Good interpersonal skills • Good command of spoken and written English and Mandarin is a plus • Strong analytical and problem solving ability • Ability to operate in and across multi functional teams
Insurance	Peak Reinsurance Company Limited	Intern, Human Resources	<ul style="list-style-type: none"> • Participating in a range of pivotal projects such as compensation and rewards, implementation of new HR systems, and operations and administration • Assist on on-boarding and off-boarding process • Extensive exposure to diverse HR functions, various projects, and a multicultural work environment • Assist in HRIS data migration and update 	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in English and Chinese • Proficient in using MS Word, Excel and PowerPoint • Strong analytical and problem-solving ability

Insurance	Peak Reinsurance Company Limited	Intern, Claims	<ul style="list-style-type: none"> • Assist in creating claim files in various systems • Assist in creating non-financial reserves and payments booking in relevant systems • Support data checking and user testings for claims related IT projects • Support in document management 	<ul style="list-style-type: none"> • Skills on commonly used software (Microsoft Excel, Word and PowerPoint) • Good spoken and written English, preferably with one Chinese language • Ability to work with team on repetitive tasks • Willingness to learn and interact with colleagues • Self-driven, willingness to learn, detail oriented and adapt to changes easily • Able to work independently but well prepared to ask questions when help is needed
Insurance	Peak Reinsurance Company Limited	Intern, L&H Actuarial Reserving	<ul style="list-style-type: none"> • Support the delivery of all internal and external (including regulatory) reporting covering monthly, quarterly, and annual requirements. • Support the development and testing of the L&H actuarial model covering all key reporting bases (including HK Statutory, IFRS 4, IFRS 17 and HK RBC). • Perform experience studies and other actuarial analysis in respect of proposed methodology & assumption changes. • Ad-hoc support – you will provide support across other analytical areas including Asset and Liability monitoring, data analysis, process improvement and automation of data flows etc. 	<ul style="list-style-type: none"> • Strong analytical and problem solving ability • Excellent verbal and written communication skills in English • Interest in the insurance/reinsurance industry • Articulate, flexible in working to deadlines, adapt at working with process and the ability to communicate findings • Experience in data manipulation using MS Excel, comfortable with using Word and PowerPoint, MS Access is a plus • Experience with programming in VBA, R, C++, Python or SQL is a plus • Experience in Actuarial Software (RiskAgility Financial Modeller, Prophet) is a plus • Candidates with actuarial exams are preferred
Insurance	Peak Reinsurance Company Limited	Intern, Corporate Development	<ul style="list-style-type: none"> • M&A and financing projects – assist in different stages of buy-side / sell-side / financing projects. Financing projects include public / private debt / equity issuance. For example, sell-side process work includes preparation and review of marketing materials, coordination with internal functions and external advisors, valuation work and contract negotiations • Other strategic projects – such as balance sheet optimization exercises, and strategic and business planning work. Opportunity to work with broader finance team, front office and other functions such as Risk team to conduct analysis, prepare reporting materials and implement solutions • Presentation and Analytical support – Support team in preparing for meetings, presentations, market studies and reports to various stakeholders • Overall roles and responsibilities similar to a junior at an investment bank 	<ul style="list-style-type: none"> • Strong analytical and problem solving ability • Strong verbal and written communication skills in English (required) and Chinese (preferred) • Interest in insurance, reinsurance and corporate finance • Articulate, flexible in working to deadlines, adapt at working with process and the ability to communicate findings • Experience in data manipulation using MS Excel, comfortable with using Word and PowerPoint • Strong team player and interpersonal skills

Insurance	Peak Reinsurance Company Limited	Intern, Finance	<ul style="list-style-type: none"> • Support accounts payables and expenses payments processing • Support in administration of bank accounts • Assist in booking the expenses and banking transactions (to General Ledger) • Assist in monthly closing within agreed timeline • Assist in various financial reporting package and financial data analysis • Assist in proper documentation • Assist in ad-hoc projects as required 	<ul style="list-style-type: none"> • Smart and presentable • Self-driven, willingness to learn, detail oriented and adapt to changes easily • Able to work independently and high personal accountability • Skillful on IT systems (Microsoft Excel, PowerPoint) • Good written English, Chinese and interpersonal skills
Insurance	QBE Hong Kong & Shanghai Limited	Intern, Underwriting	<ul style="list-style-type: none"> • Learn about Underwriting fundamentals in different lines of products such as: Financial Lines, Engineering, Employee Compensation & Liability, Retail & SME (If you have a preferred line, please indicate which lines of products on cv) • Evaluate submissions according to Underwriting Rules • Assist quotation preparation • Support Policy Administration for policy issuance • Support and facilitate Peer Reviews • Analyze and evaluate opportunities • Adhoc projects 	<ul style="list-style-type: none"> • Competent in Microsoft Office, including words, excel and power point • Good verbal and written skill in English • Strong IT proficiency • Excellent interpersonal skill • Good presentation and communication skill • Sound analytical and problem solving skills • Learning agility
Insurance	QBE Hong Kong & Shanghai Limited	Intern, Transformation	<ul style="list-style-type: none"> • Unlock new creative growth channels • Build exciting communication flows with our customers while building brand love • Market data research ranging from customer studies to competitor analysis on HK consumers • Analyze business trends, consumer insights and evaluate existing insurance products • Assist in producing marketing and presentation materials • Assist in ideation, planning, digital campaign execution and post-campaign performance tracking 	<ul style="list-style-type: none"> • Proactive and self-starter • Good interpersonal, communication and organisational skills • Fluent in English and Chinese • Attention to detail with demonstrated ability to convey a sense of urgency, integrity, consumer focus etc. • Passionate about consumer sales and/or insurance industry • Good understanding and have experience in digital media (Social media, paid media, You tube, etc.)

Insurance	QBE Hong Kong & Shanghai Limited	Intern, People (HR)	<ul style="list-style-type: none"> • Assist in implementing new policies, practices and programs to meet organizational changes and needs • Assist in providing interpretation and advice to the business regarding policies, process and procedures • Contribute to ideas on process improvements • Participates in partnerships with the business and broader HR team to build, recommend and deliver specialist HR function solutions in line with business needs • Providing a variety of support covering multiple areas of HR • Assist in researching issues based on market information and make available information as required • Personal and professional development to maintain and increase level of knowledge 	<ul style="list-style-type: none"> • Good computer skills • Good communication and interpersonal skills • Learning agility • Be reliable
Intermediary	Quam Wealth Management Limited	Marketing Intern	<ul style="list-style-type: none"> • Flyer and Internal e-newsletter design • Coordinate with marketing department and mentor • Ad-hoc job to be assigned 	<ul style="list-style-type: none"> • Basic knowledge of financial • Proactive • Excellent interpersonal skill • Result-oriented and self-motivated
Intermediary	Quam Wealth Management Limited	Research Internship	<ul style="list-style-type: none"> • Conduct comprehensive analysis and detailed research on Wealth Management Market • Maintain internal research database • Provide admin support and assist in ad-hoc projects or assignments 	<ul style="list-style-type: none"> • Proficient in managing Microsoft applications • Basic knowledge of financial analysis is an advantage
Insurance	Sompo Insurance (Hong Kong) Co., Ltd	Assistant - Underwriting/Claims/Marketing	<ul style="list-style-type: none"> • Assist day-to-day operations in underwriting, claims or marketing function • Providing general administrative support to the attached department 	<ul style="list-style-type: none"> • Undergraduate student
Intermediary	Sun Mobility Insurance and Claims Services Limited	Summer Intern	<ul style="list-style-type: none"> • Handle transport liability insurance for freight forwarders, shipping companies, warehouses and terminals • Follow up with transport liability insurers for quotations and contracts and explain insurance proposals to clients, placement of insurance, and subsequent after-sales follow-ups • Monitor the insurance requirements of clients and offer insurance solutions timely • Advise clients on insurance coverage required to cater for different operational scenarios • Work with the claims team for workable advice on clients' business contracts for a balance between available insurance and commercial reality 	<ul style="list-style-type: none"> • Excellent command of both spoken and written English (HKDSE Level 5 or above in English), Chinese and/or Mandarin

Insurance	Transatlantic Reinsurance Company	Summer Intern	<ul style="list-style-type: none"> To provide administrative support for Actuarial Department 	<ul style="list-style-type: none"> Basic knowledge of insurance Passed or studying towards the IIQE exam
Insurance	Tugu Insurance Company Limited	Summer Intern (underwriting)	<ul style="list-style-type: none"> Administration support including photocopying, scanning, filling Issuing policy schedule Data entry & quotation registration Reports generation Ad hoc tasks assigned by supervisor 	<ul style="list-style-type: none"> Proficient in Microsoft Office Good command of written English & Chinese Knowledge in Chinese Word Processing Insurance knowledge will be an advantage
Intermediary	Winy Group Consultants Limited	Media Production Intern	<ul style="list-style-type: none"> Video-shooting, editing and production Coordinate with team members and interviewees to produce visual contents 	<ul style="list-style-type: none"> Proficiency in Photoshop and Illustrator Basic computer skills, including MS Office
Intermediary	Winy Group Consultants Limited	Marketing Intern	<ul style="list-style-type: none"> Writing and editing articles Provide assistance in events & projects 	<ul style="list-style-type: none"> Proficient computer skills, including MS Office Creative and good writing skills Good command of spoken Chinese (both Cantonese and Putonghua)
Intermediary	Winy Group Consultants Limited	Summer Intern (Training)	<ul style="list-style-type: none"> Assist in insurance product training Design training plan 	<ul style="list-style-type: none"> Good command of spoken Chinese (both Cantonese and Putonghua) Well planned, good communication and leadership skills Work independently
Intermediary	Yatkuen Consultant Company	Insurance Secretary/Personal Assistant/Admin Clerk	<ul style="list-style-type: none"> Follow up Insurance Policy matters General clerical & administrative support Handle correspondences / letters, Answer emails 	<ul style="list-style-type: none"> Preferable with pass in Insurance Intermediaries Qualifying Examination (Paper 1 and Paper 3)
Intermediary	Yatkuen Consultant Company	Social Media Editor	<ul style="list-style-type: none"> Content Marketing Event Planning Press Release 	/
Insurance	Zurich Services (Hong Kong) Limited	Intern, Compliance	<ul style="list-style-type: none"> Assist in risk assessment of the business operations Assist in compliance review and testing of business control design and operation Advise and support the development and implementation of new control processes 	<ul style="list-style-type: none"> Good report writing and presentation skills Self-motivated, with good sense of responsibility
Insurance	Zurich Services (Hong Kong) Limited	Intern, Project	<ul style="list-style-type: none"> Participate in transformation or data related projects to support business development 	<ul style="list-style-type: none"> Knowledge in Microsoft Power BI, Dynamics 365, SQL or data analytics tools or applications is an advantage

Insurance	Zurich Services (Hong Kong) Limited	Intern, Product and Proposition	<ul style="list-style-type: none"> • Assist the team in managing the full product development lifecycle • Analyze market trends and competitor's product strategies • Assist the team in building sound business case of all new GI products 	<ul style="list-style-type: none"> • Strong business acumen, innovative thinking and strong team players comfortable with sharing new ideas • Good research and analytical skills; self-motivated, attention to details
Insurance	Zurich Services (Hong Kong) Limited	Intern, Legal	<ul style="list-style-type: none"> • Legal research and analysis • Contract drafting and review • Translation and proof-read 	<ul style="list-style-type: none"> • Good computer literacy and research skills • With an analytical and inquisitive mind
Insurance	Zurich Services (Hong Kong) Limited	Intern, Retail Services	<ul style="list-style-type: none"> • Support daily business transactions under Retail Services • Assist Retail Service Management Manager in executing various automation and service improvement initiatives • Assist the department on various User Acceptance Tests (UAT) 	<ul style="list-style-type: none"> • Proactive, self-motivated and passionate in learning • Strong analytical, problem solving, and communication skills
Insurance	Zurich Services (Hong Kong) Limited	Intern, Marketing and Communication	<ul style="list-style-type: none"> • Prepare the bilingual copywriting/ write-up for internal and external communications • Content creation and management for various Social Media platforms of Zurich Hong Kong • Work closely with different stakeholders to provide timely support to various marketing projects and events 	<ul style="list-style-type: none"> • Knowledge of Excel, PowerPoint, Google analytics, Instagram/Facebook/LinkedIn • Experience in Photoshop, Adobe InDesign and video editing software is a plus
Insurance	Zurich Services (Hong Kong) Limited	Intern, Finance	<ul style="list-style-type: none"> • Support month-end closing and credit control • Support account reconciliations 	<ul style="list-style-type: none"> • Attentive to details; with good analytical and problem solving skills • Well versed software skills including MS Excel, Word and PowerPoint
Insurance	Zurich Services (Hong Kong) Limited	Intern, Claims	<ul style="list-style-type: none"> • Interpret, investigate, and evaluate policies and coverage issues and claims handling of personal lines products • Assist in the design and formulation of claims simplification process • Assist in the documentation of process mapping and user manual 	<ul style="list-style-type: none"> • Good analytical skills, detail-oriented, and strong team player comfortable with sharing new ideas • Good interpersonal and communication skills
Insurance	Zurich Services (Hong Kong) Limited	Intern, Underwriting	<ul style="list-style-type: none"> • Assist underwriters in gathering and analyzing data on potential risks and clients • Review applications and help to assess potential risk and determine appropriate coverage • Assist in preparation of underwriting reports and presentation 	<ul style="list-style-type: none"> • Analytical and problem-solving skills • Excellent written and verbal communication skills (Chinese and English)

Insurance	Zurich Services (Hong Kong) Limited	Intern, Human Resources	<ul style="list-style-type: none">• Assist in Staff engagement & communication activities• Support the daily operations of HR Services• Support HR reporting with data analysis	<ul style="list-style-type: none">• Good analytical and problem-solving skills• Pay attention to details with impeccable integrity
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