### Summer Internship Programme – Insurance Industry (2017 Intake)

**保險業「暑期實習計劃」(2017年)**

**Participating Companies & Vacancies (as at 19 June 2017)**

<table>
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<tr>
<th>Stream</th>
<th>Company</th>
<th>Job Title</th>
<th>Job Duties</th>
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</table>
| Insurance | Blue Cross (Asia-Pacific) Insurance Limited | Administrative Assistant - Summer Intern (General Insurance Operation / HR Department) | • Daily administrative/clerical support to the division/department head as appropriate  
• Assist in preparing operation process and procedures  
• Maintain proper filing records and documents on file | • University degree of business administration, human resources, legal and compliance or related disciplines  
• Willing to learn  
• Proficiency in using Microsoft Word, Excel/PowerPoint is preferable |
| Insurance | Bupa International Limited | PMO Support Intern | • Work in Project Management Office to support projects in project status update to Project Management tool and systems testing support | • Bachelor degree student majoring in Business, Insurance, Computer Science or related discipline |
| Insurance | Bupa International Limited | Systems Developer Intern | • Development of Microsoft.Net programs | • Bachelor degree student majoring in Computer Science or related discipline |

**Job Requirement**

*(Basic requirement for the SIP:  
- non-final year undergraduate student; and  
- enrolled in a full-time accredited programme provided by a local education institution  
職位要求 (暑期實習計劃基本要求*:  
- 非應屆畢業生；及  
- 修讀本地教育機構提供的全日制經評審學士學位課程)*
| Professional Brokerage | Channel 8 Wealth Management Limited | Administrative Assistant (Sales Operation) | • Provide clerical support to Administration & Customer Service Department  
• Assist in preparing client proposals and application documents  
• Assist in preparing internal memorandum and client correspondence | • Proficiency of Microsoft Office, good communication skills  
• Responsible, detailed oriented with a positive attitude |
|------------------------|------------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Professional Brokerage | Channel 8 Wealth Management Limited | Marketing Assistant | • Compile summary of market updates  
• Update product information  
• Assist in conducting product due diligence and preparing marketing materials  
• Assist in website update & ad hoc marketing projects | • Proficiency of Microsoft Office, especially MS Excel & Powerpoint  
• Good presentation skills, responsible, independent |
| Professional Brokerage | Money Concepts (Asia) Holdings Limited | Administrative Internship (Customer Service & Administrative Department) | • Customer service, policy administration & follow up  
• Prepare forms and illustrations for client meeting  
• Clerical support | • Good PC skills, independent, responsible, willing to learn  
• Self-initiated, good team player with positive attitude  
• strong communication and interpersonal skills |
| Professional Brokerage | Money Concepts (Asia) Holdings Limited | Marketing Internship | • Handle customers enquires  
• Support sales & marketing and client related activities  
• Prepare marketing materials and proposals  
• Organise promotions, handle projects | • Good PC skills, independent, responsible, willing to learn  
• Self-initiated, good team player with positive attitude  
• strong communication and interpersonal skills |
| Professional Brokerage | Money Concepts (Asia) Holdings Limited | Financial Planning Internship | • Prepare sales related materials, proposal, product comparison, research, promotion, analysis | • Good PC skills, independent, responsible, willing to learn  
• Self-initiated, good team player with positive attitude  
• strong communication and interpersonal skills |
<table>
<thead>
<tr>
<th>Professional Brokerage</th>
<th>OCBC Wing Hang Bank Limited</th>
<th>Summer Intern (Insurance Department)</th>
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| | | • Handle administrative and clerical duties  
| | | • Perform ad-hoc projects as assigned  
| | | • University undergraduates  
| | | • Good command of both English and Chinese  
| | | • Proficient in Microsoft Office applications  
| Insurance | Target Insurance Company Limited | General Clerk (Claims / Underwriting / Admin Department) |  
| | | • Assist in data entry and document filling in different department  
| | | • Assist in general office clerical work  
| | | • Carry out other ad-hoc duties as assigned from time to time  
| | | • Positive in attitude and hard-working  
| | | • Good interpersonal and communication skills  
| | | • Good command of both English and Chinese  
| | | • Good PC skills in MS word, Excel & Chinese word processing  
| Professional Brokerage | Towers Watson Hong Kong Limited | 2017 Summer Internship (Pension and Insurance) |  
| | | • Complex data analysis and reporting summaries  
| | | • Involvement in consulting projects  
| | | • Support consultants for client meetings  
| | | • An undergraduate Bachelor's degree in statistical/ Maths / Business/ Finances/ Insurance area  
| | | • Strong analytical skill  

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