

The Insurance Authority (IA) is the independent statutory body whose principal function is to regulate and supervise the Hong Kong insurance industry to promote its stable development and to protect existing and potential policy holders.

We are looking for talents who share the same vision to join us!

IA now invites applications for the following position:

Executive Assistant (Conduct Supervision) (2-year contract)

Reporting to the Senior Manager (Conduct Supervision), the Executive Assistant will undertake the following:

Key Responsibilities

- Provide a full spectrum of secretarial and administrative support for the Conduct Supervision Team
- Clerical support in handling incoming and outgoing correspondence, including formatting, scanning, printing, posting and keeping record of correspondence
- Conduct background checks in accordance with internal protocols, such as company and bankruptcy searches, and retrieve records from public databases
- Set up logistics for activities and meetings (e.g. physical meeting and video/audio conference)
- Order and restock office supplies, manage file storage and retrieval from warehouse facilities
- Perform other duties as assigned by senior management

Requirements

- (a) A recognized Diploma or
- (b) 5 passes in the HKCEE including Chinese Language, English Language (Syllabus B) and Mathematics, or
- (c) 5 subjects in HKDSE attaining the level specified below:
Level 2 in English Language, Chinese Language and Mathematics, and Level 2 in New Senior Secondary subjects / “Attained” in Applied Learning subjects / Grade E in Other Language subjects; or equivalent
- At least 4 years’ relevant working experience
- Strong interpersonal and communication skills
- Proficient in MS Word, Excel, PowerPoint & Chinese Word Processing
- Mature, organized, detail-minded, responsible and able to take the initiative to manage and deliver tasks on time
- A good team player

Remuneration Package

A competitive remuneration package commensurate with the successful candidate’s experience and qualifications on a 2-year contract will be offered.

Application

Review of the applications will start as soon as possible and continue until the post is filled. Interested applicants may send a letter of application quoting the reference number in the heading, together with a full resume stating current and expected salaries and public examination results by clicking "[Apply](#)".

The Insurance Authority is an equal opportunities employer. Applicants not invited for an interview within 2 months from the closing date may assume their applications unsuccessful. Applications may be considered for other suitable positions within IA. All applications will be handled in strict confidence and the information collected will only be used for recruitment purposes. All information on non-shortlisted applicants will be destroyed after 6 months from the close of applications.

