



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 (Paralegal) – Enforcement Division (1-year contract)

Key Responsibilities

- Provide comprehensive support to the Enforcement Division in preparing professional documents (including, investigation, disciplinary and prosecution documents, presentation materials and bundles), and analyzing and researching on issues with respect to any disciplinary proceeding and/or criminal prosecution against insurance intermediaries or authorized insurers for breaching (or non-complying with) the Insurance Ordinance and related legislation
- Assist with the handling of CPD non-compliance cases
- Proofread, translate and transcribe documents
- Organize case files, maintain accurate records, and manage calendars for meetings, hearings and deadlines
- Perform other duties as assigned

Requirements

- A recognized Diploma or above, preferably a Bachelor's degree in Law or Professional Diploma in Legal Executive Studies
- Preferably with relevant experience in the regulatory, enforcement, disciplinary, legal/judiciary, or finance field
- Proficiency in office software applications (MS Word, Excel, PowerPoint, Adobe Acrobat, and Chinese word processing)
- Good command of written and spoken English, Cantonese and Putonghua
- Strong interpersonal skills
- Able to work under pressure and with different supervisors
- Meticulous, detail-orientated, independent, organised and a team player

Remuneration Package

A competitive remuneration package commensurate with the successful candidate's experience and qualifications on a 1-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 as well as public examination results by clicking "[Apply Now](#)".

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 application.

