



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:

### **Senior Executive Assistant**

#### **Key Responsibilities**

- Provide administrative and secretarial support to the directorate and/or other managerial officers in a Division
- Co-ordinate operational matters within the Division and with other stakeholders
- Handle telephone calls, receive visitors and maintain diaries
- Draft correspondence, prepare documents and presentation materials
- Co-ordinate meetings and make logistical arrangements
- Records management

#### **Requirements**

- A recognized Diploma or above; preferably a Bachelor's degree
- At least 5 years' relevant experience in serving senior executives (Executive Director level or equivalent), preferably in providing support to multi-stakeholders
- Track record in serving a public organization will be an advantage
- Good command of written and spoken English and Chinese
- Proficiency in software applications (MS Word, Excel, PowerPoint and Chinese word processing)
- Strong interpersonal skills and customer-oriented
- Meticulous, mature personality, independent and a team player

#### **Remuneration Package**

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

*The Insurance Authority is an equal opportunities employer. Applicants not invited for an interview within 2 months from the submission 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 submission of their applications.*

