



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 General Counsel and other legal officers
- Manage the General Counsel's calendar and coordinate travel arrangements for the Legal Section
- Coordinate operational matters within the Section and with other stakeholders
- Handle telephone calls, maintain diaries and organize meetings
- Draft correspondence, prepare documents, and presentation materials
- Maintain comprehensive and accurate records for the Section
- Perform secretarial work for supporting preparation of legal documents
- Carry out other duties as assigned by the supervisor

Requirements

- A recognized Diploma or above; preferably a Bachelor's degree
- At least 5 years' relevant experience in serving senior executives (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 current and expected salaries as well as 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 application.

