

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 (Team Support) – General Business Division

Key Responsibilities

- Provide administrative and secretarial support for the teams / division
- Prepare documents, correspondence and summaries
- Compile statistics and update records
- Data entry and filing management
- Set up logistics for meetings and activities

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
- Proficiency in software applications (MS Word, Excel, PowerPoint and Chinese word processing)
- Experience in serving board and committees will be an advantage
- Good English and Chinese language skills
- Strong interpersonal skills and customer-oriented
- Meticulous, mature personality, independent and be 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 and university academic results as well as current and expected salaries 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.