

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 – Long Term Business

Key Responsibilities

- Provide secretarial and administrative support for Associate Director and other managerial officers.
- Maintain diaries, arrange appointments and coordinate travel arrangements.
- Handle telephone calls, receive visitors, set up logistics for meetings and activities.
- Prepare documents, correspondence and summaries.
- Compile statistics and update records.
- Carry out other duties as assigned by the supervisor.

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 in serving senior executives
- Proficiency in software applications (MS Word, Excel, PowerPoint and Chinese word processing).
- Good command of written and spoken English and Chinese
- 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 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.