

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)**

#### **Key Responsibilities**

- Provide administrative and secretarial support to the team with respect to any investigation and disciplinary proceedings or prosecution against insurance intermediaries or authorized insurers for contraventions of the Insurance Ordinance and related legislation, and misconduct
- Assist the team in the investigation and bringing of disciplinary proceedings for CPD non-compliance cases
- Prepare documents, correspondence and summaries
- Maintain diaries and arrange appointments
- Compile statistics and update records
- Input data and handle filing matters
- 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
- Prior experience in servicing a large team is highly desired
- Prior experience in processing and analysing a large volume of data or information is highly desired
- Proficiency in software applications (MS Word, Excel, PowerPoint and Chinese word processing)
- Good English and Chinese language skills
- Strong communication and interpersonal skills
- Meticulous, mature personality, independent and a team player

#### **Remuneration Package**

A competitive remuneration package commensurate with the successful candidate's experience and qualifications on a fixed 18-month contract will be offered.

#### **Application**

Review of the applications will start as soon as possible and continue until **6 June 2023**, or 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 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 applications.*

