

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) – Enforcement Division (2-year contract)**

#### **Key Responsibilities**

- Provide administrative and secretarial support for the disciplinary unit of the Enforcement Division.
- Assist in drafting, editing, formatting and preparing documents and correspondence for disciplinary cases.
- Compile disciplinary statistics and update disciplinary records/databases.
- Handle logistics for disciplinary meetings/proceedings and make administrative and technical arrangements including scheduling appointments, preparing bundles, arranging for service of documents, and setting up face-to-face and tele/video-conferences.
- Perform such related duties and ad hoc tasks as assigned by management from time to time, including but not limited to provision of administrative and secretarial support for the investigation unit of the Enforcement Division.

#### **Requirements**

- A recognized Diploma or above, preferably a Bachelor's degree.
- One or more years of general administrative experience is a must. Prior experience in litigation or disciplinary field is preferred.
- Proficiency in office software applications (MS Word, Excel, PowerPoint, Adobe Acrobat, and Chinese word processing).
- Good command of written and spoken English, Cantonese and Putonghua.
- Strong interpersonal skills.
- Able to work under pressure and with different supervisors.
- Meticulous, detailed orientated, independent, organised and a team player.

#### **Remuneration Package**

A competitive remuneration package commensurate with the successful candidate's experience and qualifications on a 2-year contract will be offered.

#### **Application**

Review of the applications will start as soon as possible 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](#)".

*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.*