



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 Officer – Enforcement**

#### **Key Responsibilities**

- Provide comprehensive administrative assistance and secretarial support to the Head of Enforcement and the Enforcement Division, including but not limited to, maintaining diaries, arranging meetings and events, handling budget and procurement matters
- Provide assistance in preparing professional documents (including correspondence, reports, minutes, presentation materials, bundles, notices) with respect to any investigation, disciplinary proceedings and/or criminal prosecution against insurance intermediaries or authorized insurers for breaching (or non-complying with) the Insurance Ordinance and related legislation
- Compile regular statistics by inputting, maintaining, and updating records and databases, and preparing reports and presentations with statistical data
- Assist the project manager in the planning and implementation of IT projects and system enhancements, including writing user requirements, process flow, test cases, user manual, and conducting User Acceptance Test and maintaining software applications and programs
- Assist with the handling of CPD non-compliance cases
- Supervise and oversee the performance of the Division's Executive Assistants
- Proofread, translate and transcribe documents
- Perform other duties as assigned

#### **Requirements**

- A recognized Diploma or above, preferably a Bachelor's degree
- At least 2 years' experience preferably in the regulatory, enforcement, disciplinary, legal/judiciary, or finance field
- Highly proficient in software applications (Microsoft Access, Word, Excel, PowerPoint, Adobe Acrobat, and Chinese word processing) and tele/video-conference applications. Knowledge in multimedia systems and equipment will be an advantage
- Good command of written and spoken English, Cantonese and Putonghua
- Able to proactively think outside the box and provide creative solutions to enhance ongoing operational needs
- Strong interpersonal skills
- Able to work under pressure and lead a small team
- Meticulous, detailed orientated, independent, organised and a team player

Subject to candidate's background and experience, the candidate may be considered for an Executive Assistant position

#### **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.*

