

Job Description

Department	Underwriting
Corporate Title	Assistant Manager
Reporting line	Head of Underwriting and Claims

Job Duties:

- Underwrite daily new applications within defined authority and maintain the service level commitment to achieve company target.
- Liaise with internal sales channels to facilitate smooth underwriting process and communications with business partners.
- Assist to develop underwriting related regulatory rules and guidelines, interpret, identify and incorporate into company business models and underwriting philosophy.
- Engage in internal underwriting and cross-departmental projects such as conduct system enhancement plan and UAT, participate product development on underwriting areas.
- Identify opportunities for process and workflow improvement, initiate ideas to streamline manual process to uplift service level.
- Assist to prepare management reports, participate ah hoc projects and audit review.

Qualifications & Requirements:

- University graduate with minimum 6 years underwriting experience in life insurance and with medical underwriting authority.
- Experience at project initiatives, including system projects of writing test plans and conducting UAT is an advantage
- Good PC skills in MS Words, Excel and Powerpoint.
- Ability to work independently, self-motivated and able to work under pressure.
- Good interpersonal and communication skills.
- Fluent English and Cantonese.
- Good written English and Chinese.