

## **Asia Insurance Company, Ltd.- Part-time Project Assistant (Intern) exclusive for Shaw College students**

Dear students,

Asia Insurance is offering two intern positions to Shaw College Students to work as Part-time Project Assistant (Intern) in the Employee Benefits Department. He/she could select to work two days a week.

### Key Responsibilities

- To support in projects handling experience studies, data analysis and regulatory filing, etc.
- To assist Department Manager in coordinating project activities, such as managing schedules, recording assigned tasks, reporting and communications.
- To monitor project progress and address potential issues.
- To handle other ad hoc assignments as assigned by supervisors.

### Skills and Qualifications

- Year 2 or above Shaw College students in Actuarial Science, Business Administration, Finance, Risk Management, Statistics, Mathematics or related fields.
- Project management experience, organizational skills, analytical skills and ability to think innovatively.
- Experience preparing or conducting briefings and interfacing at all levels of management.
- Good communication, presentation and time-management skills.
- Self-organized and motivated.
- Proficient in MS office.

### Salary and Availability

- Negotiable, depends on qualifications and experience.
- Immediate availability preferred.

Interested students please send your full resume to Ms. Joyce Ng at [joyceng@cuhk.edu.hk](mailto:joyceng@cuhk.edu.hk) on or before 22 September 2022 (Thursday).

Should you have any enquires regarding the positions, please contact Ms. Joyce Ng at [joyceng@cuhk.edu.hk](mailto:joyceng@cuhk.edu.hk).

*Asia Insurance is one of the leading general insurers in Hong Kong. Founded in 1959, Asia Insurance is noted for its financial strength (strong capitalization, high liquidity and a Standard & Poor's "A" rating), wide distribution network and quality client base. Asia Insurance constantly focuses on growth and innovation, and has formed a number of successful joint ventures and partnerships around the region, including in Mainland China. It provides a broad range of well-designed and attractively priced insurance products. Apart from its head office in Hong Kong and branch office in Macau, Asia Insurance distributes its products and services via its offices or close partners in other countries.*

Regards,  
Shaw College