



Employment Placement Service

Posting Date:	3 August 2018
Company Name:	Hospital Authority
Office:	Finance Division, HA Head Office
Job Title:	Executive Assistant I (Insurance) (Ref. No: HO1808006)
Qualification Required:	<ul style="list-style-type: none">➤ University Graduates with experience; OR➤ Form 5 / Secondary 5 with:<ul style="list-style-type: none">(a) HKCEE 5 passes including English Language (Syllabus B) and Chinese Language; or(b) 5 subjects in HKDSE attaining the level specified below :<ul style="list-style-type: none">- Level 2 in English Language and Chinese Language; and- Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects (subject to a maximum of 2 subjects under this category) / Grade E in Other Language subjects. <p><u>AND</u> diploma in Accounting or Finance discipline <u>AND</u> relevant experience.</p>
Other Requirements:	<ul style="list-style-type: none">➤ Proficiency in computer applications in Microsoft Office (e.g. Word, Excel and PowerPoint);➤ Detail-oriented, careful, responsible and able to meet deadlines and work under pressure;➤ Good interpersonal and communication skills, self-motivated and able to work independently;➤ Good command of written and spoken English and Chinese;➤ Relevant experience in dealing with claims, healthcare sector and handling of insurance matters is an advantage.
Remarks:	May be required to work in another work location to meet service needs of the HA.
Job Duties:	<ul style="list-style-type: none">➤ Reporting to the Corporate Finance Manager I (Insurance);➤ Carry out daily claim handling and liaise with relevant internal parties including hospitals, HAHO's various divisions, such as legal, procurement, payment and external parties (insurers and insurance advisor) in administering and processing claims and insurance related matters;➤ Perform data entries and reporting function of insurance related issues, such as claims reporting and follow-up, claims entries and preparation of claims reports;

- Process procurement procedures in ERP for insurance contracts;
- Provide clerical support to meeting such as preparation of meeting materials, logistics support, etc;
- Provide system maintenance support and manage the filing system of the team;
- Assist in the daily insurance operations, accounting functions and ad-hoc administrative duties;
- Perform any other related duties as assigned by the supervisors.

Salary:

HK\$18,429.00 to HK\$21,805.00 per month

Appointment will be on contract terms for a period of 3 years. 5% of total basic salary as end-of-contract gratuity may be offered upon completion of contract with satisfactory performance.

Mode of Application:

Please submit application online or before **17 August 2018** via web site <http://www/ha.org.hk> (click careers)

Enquiry:

2300 6133

**The recruitment information is provided by the above company. Interested parties please contact the company direct for application or more details of the position. The HKIAAT will not be held responsible for the recruitment and the information provided.*