

Assistant Customer Service Officer

Job Highlights

- Bright Career Prospect
- Stable and Friendly Working Environment
- Fresh Graduate is Welcome

Job Responsibilities

- Handle daily processing of insurance-related documents;
- Provide general administration and sales support to supervisor
- Assist in new business and after sales administration processing
- Responsible for data maintenance of the clients to the computer system
- Provide customer services such as handling enquiries from internal parties and clients
- To upkeep and maintain quality customer relation
- Undertake other administrative duties from time to time when necessary
- Assist and participate in Ad-Hoc Projects as assigned

Job Requirements

- Diploma or above
- Fresh graduates are also welcome
- 2 years of experience in administrative and/or insurance-related knowledges is a plus
- Detail-minded, meticulous, great sense of responsibility with good communication and interpersonal skills
- Familiar of using MS Office is needed; and
- Good command in written and spoken Mandarin, Cantonese and English
- With IIQE paper 1 and 3 qualifications is preferred
- Immediately available is highly preferred

We Offer:

- Quality Training
- Attractive salary
- Medical/ Life Insurance Coverage
- Bonuses
- Advancement opportunities