

TUGU INSURANCE COMPANY, is a General Insurance Company, that was established in HK in 1965 and located in Wan Chai area. The Company is based in Indonesia and a member of HK Federation of Insurers.

We are looking for competent candidate to fill up an open vacancy in Claims Division for the following post:

Claims Executive

Responsibilities:

1. Handle all claims enquiries & matters of General Insurance and Reinsurance in accordance with the company's procedures and guidelines.
2. Manage & follow up outstanding claims proactively.
3. Perform claims administrative tasks such as data entry, checking of claims document, filing, etc.
4. Assess, negotiate and settle claims under the supervision of Claims Manager.
5. Deal with other ad hoc tasks to be assigned by superiors.

Requirements:

1. Diploma or above in insurance or related disciplines
2. Possession of ACII/ANZIIF is preferred
3. 2-3 years working experience in handling General Insurance claims, especially in Motor & Employee Compensation
4. Good command of both spoken and written English and Chinese.
5. Proficient in Microsoft Office application.
6. Self-motivated, detail-minded, responsible with good negotiation and communication skills

TUGU is an equal opportunity employer and we provide comprehensive and attractive remuneration package for the right candidate.

If you think you are the right person and interested in joining us, do not hesitate to send your detailed resume, stating expected salary, contact phone number to the Manager – HR Division by email to **hr@tuguhk.com**. Only short-listed candidate will be offered for an interview. All information collected will be treated confidential for recruitment purpose only.