

Nova Insurance is one of the top 5 General insurance brokers in Hong Kong (Source : Frost & Sullivan 2023) and the only Hong Kong broker who also has insurance broking license in both Macau and mainland China. Since our establishment in 1988, we have been offering one-stop-shop risk management and insurance solutions to corporate clients who are leaders within their industries including international hotel chains, publicly listed companies, property developers, public transportation companies, manufactories, trading companies, telecommunication companies, governmental departments / organizations and NGOs. Types of insurance we handle ranging from Property & Casualty, construction, financial lines, marine, aviation and employee benefits like Group Medical and Group Life insurance. Nova holds an Insurance Broker Company License granted by the Insurance Authority (“IA”) while our Macau branch office is a licensed broker under Monetary Authority of Macao. We are also a registered MPF Intermediary under MPFA. In 2021, Nova was invited by IA as a Partner of the Hong Kong Specialty Risks Consortium to support IA the Belt & Road Initiative. Through our global broker networks, we can serve our clients’ insurance needs all over the World.

Nova is a wholly owned subsidiary of **FSE Lifestyle Services Limited** (Stock Code: 0331.HK www.fse.com.hk). It is a leading lifestyle services conglomerate with 3 major business segments: property & facility management services, city essential services and Electrical & Mechanical engineering services. FSE Lifestyle’ competences are being delivered through 8 major groups of companies which have all been the market leaders in their respective industries. With their professionalism and expertise, together with the extensive synergies generated among the companies under FSE Lifestyle, we are able to build up a strong network and offer comprehensive “one-stop shop” professional services to you and all our renowned clients in Hong Kong, Macao and PRC.

Nova Insurance is now seeking talents who have a passion to develop insurance as a long-term career and are ready in taking challenges working in one of the leading insurance brokers in Hong Kong.

Assistant Account Manager

Job Responsibilities

- ◆ Reporting to the Director – Financial Lines & Corporates and responsible for major corporate accounts servicing in general insurance.
- ◆ Ensure quality service delivery to clients including answering enquiries, preparing quotations/proposals and providing after-sales service.
- ◆ Develop and maintain strong relationship with clients and underwriters in support of business retention and acquisition.
- ◆ Pipeline management and new business development.

Nova Insurance Consultants Limited

Unit 1608, 16/F Chevalier Commercial Centre, 8 Wang Hoi Road, Kowloon Bay, Kowloon, Hong Kong.

Tel (852) 2845 4373 Fax (852) 2845 5146
E-mail nova@nova-insure.com Website <http://www.nova-insure.com>



A member of the Hong Kong Confederation of Insurance Brokers

IA Insurance Broker Company Licence No. FB1081

優質服務 Quality • 團隊合作 Teamwork • 專業操守 Integrity • 關懷備至 Caring • 窩心熱誠 Passion • 創意創新 Innovation

Job Requirements

- ◆ At least 4 years working experience in general insurance field, preferably in insurance broking. Candidates with less experience will be considered for the post of Senior Account Executive.
- ◆ Diploma or above. Preferable graduate in risk management or insurance aspect.
- ◆ Progress in professional qualifications in Insurance (like CII or ANZIIF etc.) would be an asset.
- ◆ Proficiency in MS Word, MS Excel and PowerPoint applications.
- ◆ Excellent command of spoken and written English and Chinese. Mandarin will be an advantage.
- ◆ High integrity, sincere and pleasant character.
- ◆ Good interpersonal skills, strong communication skills and an excellent team player.

**** Only shortlisted candidates will be notified.***

Interested candidate please send full resume with salary expected to: ***Human Resources Department (Recruitment), Unit 1608, 16/F Chevalier Commercial Centre, 8 Wang Hoi Road, Kowloon Bay, Kowloon or by email to nova-recruitment@nova-insure.com.***

Please visit our website www.nova-insure.com for more details.

All information collected is for recruitment purpose only.



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