

**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](http://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.

### Senior Claims Executive / Claims Executive

#### *Job Responsibilities*

- ◆ Reporting to the Head of Claims for key corporate account servicing.
- ◆ Verify the required information from both internal and external sources to establish whether the claim is complete and valid.
- ◆ Check the data on claim application and other documents with the policy file.
- ◆ Interact with insurers and claimants, meets them in person to correct errors on claim forms and to investigate doubtful entries.
- ◆ Follow-up with insurance companies on claim process.
- ◆ Refer doubtful, complex or high-value claims to the supervisor.

#### **Nova Insurance Consultants Limited**

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

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 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 3-5 years working experience in general insurance, preferably in broker field.  
Candidates with less experience will be considered for the post of Claims Executive.
- ◆ Tertiary undergraduate or above.
- ◆ Holder of recognized insurance intermediaries qualification by ACII / ANZIIF (Senior Associate) qualification and passed in IIQE papers is an advantage.
- ◆ Good communication and interpersonal skills.
- ◆ Proficiency in both written and spoken English, Chinese and Putonghua.
- ◆ Well-versed in MS Office applications and Chinese Word Processing.
- ◆ Pleasant and positive work attitude.

***\* 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](mailto:nova-recruitment@nova-insure.com).***

*Please visit our website [www.nova-insure.com](http://www.nova-insure.com) for more details.*

*All information collected is for recruitment purpose only.*



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