



Job Specification

Position Title:

Human Resources Assistant Executive (6-month)/ Full- or Part-time

Job Purpose:

The Human Resources Assistant Executive will report to the Senior Manager, Human Resources Hong Kong in support of all the administrative duties in the department.

Direct Reports :

Nil

Reports to:

Senior Manager, Human Resources Hong Kong

Core Values & Behaviours:

- Growth mindset
- Collaboration & communication
- Ownership & accountability
- Customer Focused

Critical Tasks and Expected Contributions/Results:

- Provide logistical and administrative support in all HR initiatives including Talent Acquisition, Compensation & Benefits, and Learning & Development.
- Support the team in resources planning and reporting through various systems and MS Excel.
- Administer HR-related documentation, such as contracts of employment, and record management in an accurate and timely manner to ensure all records are complete and retrievable.
- Ensure the relevant HR database is up to date, accurate and complies with legislation.
- Handle any ad hoc assignments as required.

Current State of Business/Organization/Operation:

- Aggressive growth strategy in business translates to requirement on rapid people transformation.
- One Cigna – change in sales model from product-driven to account-driven business development.
- Start-up stage for digital marketing which will be the strategic priority in the foreseeable future.
- New leadership team has recently been in place to drive transformation and changes.

Key Challenges/Anticipated Changes in Environment:

- Huge gap in mindset and culture is observed between new joiners and long-serving employees
- There is a lack of leadership capabilities in the middle management.
- Employee engagement is rather low.

Roadblocks to Success:

- Inability to execute
- Unable to adapt to constant changes and fast pace
- Lack of drive and detail-orientation

Developmental Value of Position:

- Application of academic knowledge to a fast-paced commercial environment
- Direct liaison with business and functional managers
- Acquire a flavor of how an HR function supports the business through people strategy

Experience/Knowledge, Education and Other Requirements:

- Tertiary education with administrative experience or undergraduate preferably in HR discipline
- High proficiency in Microsoft Office in particular for Excel
- High level of learning agility in a fast-paced environment
- Demonstration of good inter-personal capability and detail-orientation
- Strong communication skills in English and Cantonese (Written and Spoken)

Enterprise Competencies Required (Top 3-5):

- Learning and applying quickly
- Dealing with ambiguity
- Problem solving

To apply, please send your CV to Carnie.Chiu@Cigna.com as soon as possible.

Finance Operations - Accounting Executive

Job Purpose:

This role will be responsible for the daily operation of policy/expense payments and premium receipts through policy administration and other systems, daily enquiry support as well as ensuring necessary controls are in place and implemented across finance operations procedures. He/she will assist in the preparation of month end tasks including various financial analysis/reports, account reconciliations, bank reconciliations and support or drive system changes and improvements.

Critical Tasks and Expected Contributions/Results:

- Perform payment and premium receipt duties on policy administration, Oracle and payment systems, and coordinate with Operations departments
- Complete month end tasks related to policy administration systems, including journal workings and support, bank and commissions payable account reconciliations and assisting with financial reporting and analysis
- Ensure strong controls are in place, implemented and complied across finance operation procedures.
- Help drive and support system change and process improvement strategies and initiatives, including providing SME advice and perform system UAT
- Handle external and internal audits and reviews

Experience/Knowledge, Education and Other Requirements:

- Bachelor Degree in Finance, Accounting or related discipline.
- Relevant experience in insurance or financial services industry and knowledge of insurance controls and processes are highly desirable (fresh graduates will also be considered).
- Knowledge of AS400 and Oracle an advantage.
- Effective ability to prioritize and execute in a timely and accurate manner.
- Detail-oriented with strong controls and sense of responsibility.
- Strong team player with proficient Cantonese and English communication and interpersonal skills.
- Motivated, inquisitive and proactive self-starter who takes ownership and is results driven.

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