

Well Link Life Insurance Company Limited

Business Development Officer

Job Responsibilities

- Assist in the daily operation documentation and administrative work in agency and internal sales team.
- Internal Communication between sales team and internal departments.
- Compensation calculation of sales team.
- Able to handle CMS system.
- Assist to make ppt for training/presentation purposes.

Job Requirements

- Higher Diploma or above in Business Administration, Marketing or related discipline.
- Around 3 years' relevant experience in administration.
- Good PC skills including but not limited to excel, ppt and word.
- Integrity and honest.
- Ability to build sound relationship with different distribution channels.
- Work cooperatively and effectively with different levels of people and enable to establish and maintain positive working relationships with others including both internally and externally.
- Proficiency in use of Microsoft Excel, Word and PowerPoint.
- Excellent communication skills.

We are an equal opportunity employer and welcome applications from all qualified candidates.

Please send your full resume stating present and expected salary to Human Resources Manager by sending email to careers@wli.com.hk.

All personal data provided will be treated in the strictest confidence and used only for recruitment related purposes. All personal data will be destroyed after 6 months of submission.

Only short-listed candidates will be contacted.