

# Well Link Life Insurance Company Limited

## Manager, Legal and Compliance

### Job Responsibilities

#### Legal Duties

- Review legal documents and contracts.
- Keep updated on key legislations and statutory regulations and their developments that would have impacts on the company's business and assist relevant business functions in revising the Company's policies and procedures accordingly.
- Review legal provisions of insurance policies and policy servicing forms.
- Provide advice and guidance on questions of law and practice in relation to impacts upon the Company, especially focusing on Insurance Ordinance and Personal Data (Privacy) Ordinance.

#### Compliance Duties

Mainly focus: Product and marketing related regulations, agents' conduct, market conduct, corporate governance (GL10).

- Develop and launch compliance programs (e.g. gap analysis, compliance checklist, risk assessment, etc.), monitor overall compliance therewith, identify deficiencies and recommend improvement and control measures.
- Review marketing materials, products literatures, forms and publications to ensure compliance with applicable legislations and regulations.
- Draft and assist in reviewing insurance agents related materials (e.g. contracts, forms, policies, manuals, training deck, etc.) and arrangements.
- Draft company-wide legal and compliance related policies and procedures.
- Assist in formulating compliance framework and relevant policies and procedures for the compliance of relevant laws, guidelines, and regulatory requirement.
- Monitor and ensure the relevant functions/business units remain compliant with legal and regulatory requirements and other internal policies and procedures.
- Conduct regular compliance updates exercise/ review and testing.
- Compile compliance statutory returns to regulatory authorities.
- Provide support for the new development and updates on applicable laws, guidelines, and regulatory requirements.
- Assist in preparing and updating compliance training materials and provide regular compliance training to staff.

### Job Requirements

- Bachelor's degree in Law or related disciplines.
- Minimum of 5 years' relevant experience in legal and compliance related disciplines, preferably from insurance industry.
- Practical experience in company secretarial matters and duties preferred but not a must.
- Integrity and honesty.
- Self-initiative, independent, detail oriented with good inter-personal skill and strong analytical mind.
- Able to work under pressure and meet deadlines.
- Good command of spoken and written English and Chinese.
- Proficiency in the use of Microsoft Excel, Word and PowerPoint.

- Candidate with less experience will be consider as Assistant Manager, Legal and Compliance.

*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](mailto: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.*