

Assistant - Legal & Insurance Team, East Asia Region, Cargo claims

Responsibilities:

The incumbent will work in the Legal and Insurance Team providing administrative support and coordination for the below tasks:

- Training in East Asia Region
- Update and maintenance of Company's compliance policies
- Cargo claim enquiries, data analysis and reports
- Regular meeting with East Asia region countries

Requirements:

- Diploma or above in related discipline, particular in shipping/ insurance/ legal is an advantage;
- With 1-2 years of relevant working experience is an advantage;
- Fresh graduates are also welcomed;
- Good communication, coordination, problem-solving skills and strong analytical skills;
- Good computer literacy in MS Excel, PowerPoint and/ or other reporting tools;
- Positive and can-do attitude, work under pressure with good time management skills;
- Work with passion, self-motivated and independently;
- Having a sense of advancement always while in the face of difficulty;
- Good command in both spoken and written English and Cantonese; proficiency in Putonghua is also an advantage.

When working with us you can expect:

- Stable employment in a dynamic, international organisation that is one of the leaders in the market.
- Wide benefit package including medical insurance for you and your family members, life insurance, annual leave, paid sick leave and others.
- Great work atmosphere, interactive, encouraging, friendly and supportive team and culture, and have chance to join Corporate Social Responsibility activities.
- Spacious, relaxing and comfortable office in Two Harbour Square, Kwun Tong with fantastic sea view.

If you believe your skills and competencies could be of an advantage for Ocean Network Express, please send your application letter with detailed resume and expected salary to eas.rhq.hr.job@one-line.com.