

AIA Hong Kong & Macau

About the company

At AIA we've started an exciting movement to create a healthier, more sustainable future for everyone.

It's about finding new ways to not only better people's lives, but to better the communities and environments we live in.

Encompassing our ambition of helping a billion people live Healthier, Longer, Better Lives by 2030.

And to get there, we need ambitious people who believe in playing an important part in shaping that future. People seeking unmatched career and personal growth opportunities, who are driven to work with, and learn from some of the most inspiring and supportive leaders in the business.

Please visit our career website for further information: <https://www.aia.com.hk/zh-hk/about-aia/careers>

Name of Department(s) offering internship positions: **Internship Duration: 6 months**

Agency Digital and Innovation

Internship Period: Jun 2023 – Dec 2023

Intern's Job Description

Job Duties:

- Support the development, implementation and maintenance for new digital platforms
- Support business requirements gathering, analysis and documentation
- Collaborate with end users to ensure developed systems can fulfil user requirements
- Prepare documentations including test plan, business requirement metrics, test case, daily status report and UAT completion certificate
- Support the promotion of agency digital platforms including (and not limited to) the preparations and evaluations of agency costs and incentive programs
- Prepare the training material and conduct user training for system implementation

Requirements:

- (A) Education Background:
 - 2nd or 3rd year UG student or MBA
- (B) Discipline Preferred:
 - All disciplines are welcomed
- (C) Technical Skills:
 - Excellent knowledge of Microsoft Office applications, especially Excel and PowerPoint
- (D) Language Proficiency:
 - Good command of written and spoken English and Chinese (Cantonese and/or Putonghua)
- (E) Others:
 - Eager to learn and understand more on the FinTech and insurance industry
 - Business analyst skills and experience would be a plus
 - Good team player and willing to take on challenges
 - Self-motivated, good attention to details, independent with strong analytical and problem-solving skills
 - Good communication and presentation skills