

## BOC Life Assurance Company Limited

### About the company

BOC Life Placement Programme gives you a unique internship experience to understand the operations of life insurance company by on-the-job training, action learning, job rotation and sharing from professionals.

### Internship Information

- **6 months full-time placement will be assisting in operations transformation projects.**

**Name of Department(s) offering internship positions:**  
**Operations Transformation Focus**

**Internship Duration:** 6 months (Full Time)

**Internship Period:** **7/ 2024 – 12 /2024 or**  
**1/ 2025 – 6 /2025**

### Intern's Job Description

#### Job Duties:

The incumbent will be assisting to coordinate with different parties and to participate in various operations transformation projects related life insurance operations, investigation and production support, transformation projects and user acceptance testing (UAT) to maintain and ensure smooth system operations.

#### Requirements:

(A) Education Background:

- ◆ Undergraduate in Mathematics & Statistics, Business Studies, Information System, Insurance or relevant disciplines in penultimate year.

(B) Discipline Preferred:

- ◆ Self-motivated, detail-minded, and high learning agility
- ◆ Good analytical and problem solving skills

(C) Technical Skills:

- ◆ Familiar with MS Excel, Word & PowerPoint. Proficiency in using SQL will be an advantage

(D) Language Proficiency:

- ◆ Proficient in spoken & written English & Chinese (Cantonese & Mandarin)

(E) Others: N/A

Enquiry email: [hr@boclife.com.hk](mailto:hr@boclife.com.hk) or apply via <http://careers.pageuppeople.com/798/cg/en/listing/> for application