

Bowtie Life Insurance Company Limited

About the company

We are the first licensed virtual insurer (虛擬保險公司) in Hong Kong. We believe that insurance is fundamentally good, and we are here to bring the good back through our passionate, innovative, and customer-obsessed team. We are also proud to bring deep domain expertise and our own proprietary modern technology into Hong Kong. As we grow, we're looking for highly dynamic, hands-on, and passionate talent to join our team.

Internship Information

As our Human Resources intern, you will be working with a talent acquisition team closely to (i) promote our company and openings, via updating our content (career page, job description, email correspondence, etc..) AND/OR (ii) to make our Talent Acquisition team more efficient via building and/or upgrading our automation and analytics to contribute to the greater goal to attract strong talents to join us in Making Insurance Good Again!

Name of Department(s) offering internship positions:

Internship Duration: (3-12) months

**HR Team – Human Resources / Talent Acquisition Intern
(Employer Branding AND/OR automation focused)**

Internship Period: (2) / 2023 – (2) / 2024

Intern's Job Description

Job Duties:

- You will be working closely with our team to strengthen our talent acquisition capability via
- A. Employer Branding/Content*
- You will be:
- conducting research on the latest employer branding and employer value proposition trend
 - conducting research on the best practices for candidates facing materials, including job descriptions, email templates, technical assessments
 - craft and create materials to promote our Brand and EVP to prospective talents across different disciplines and geographical location
 - creating templates and guidelines for social media posts

B. Automation and Data Analytics

You will be:

Requirements:

- Education Background:
- University student
- Discipline Preferred:
- Any disciplines
- Technical Skills:
- Photoshop
- Python (for data analysis)
- Google App Script
- Language Proficiency:
- English
- Cantonese

(E) Others:

- Strong bilingual writing skills - you write, clean, concise, and easy-to-read contents
- Curious and enjoy learning new things and doing research

- building on top of our existing automation
- create easy-to-read dashboards and periodic reports on our talent acquisition activities based on the request/needs of the team

C. Ad hoc projects

- You can also discuss with the team to craft projects that suit your interests and growth needs!

- Driven and proactive - we will support your growth and provide guidance, but it is up to you to make the most out of this internship!
- Can commit to at least 6 weeks of full-time internship
- A good listener with good communication skills
- A creative problem solver - while we have ideas on how to address a problem but we are always open to better solutions!
- Have a strong sense of ownership - you take charge of and take pride in producing high-quality works or proposals.

Enquiry email (if any): boman.chui@bowtie.com.hk