

Technology Associate



+852 3611 9622



info@apeirongroup.com

Apeiron Group is the leading international resource for Professionals serving High Net Worth (HNW) Individuals in wealth allocation, protection, and succession advisory. With more than two decades of experience in the International Ultra/HNW Life Insurance distribution and advisory sector, Apeiron is now driving the industry forward through creation and implementation of insurance technology, a first of its kind in our area of practice.

The Technology Associate at Apeiron is responsible for driving and sustaining digital transformation initiatives across the organization. This is a role that will continuously identify opportunities for digital innovation, process optimization, and system enhancements to support Apeiron's long-term growth and operational excellence.

The individual will play a pivotal role in developing, implementing, and maintaining ERP systems on SmartSuite, managing digital platforms and tools, and fostering a culture of agile methodologies and continuous improvement. They will collaborate closely with various departments to analyze and streamline operational processes, develop customized digital solutions, automate workflows, and enhance project management systems on an ongoing basis.

This position reports to Senior Marketing & Technology Associate

Duties and Responsibilities

- Relational Table and ERP Development and maintenance
 - Play a key role in building and maintaining ERP and project management systems using SmartSuite.
 - Work with various departments to analyze Apeiron's operational process and implement digital solutions using SmartSuite and other platforms.
 - Ensure smooth integration of Apeiron's existing software with SmartSuite to streamline business processes.
 - Provide continual support and maintenance.
- Front-End Portal Development and maintenance
 - Develop and maintain a client-facing front-end portal that is seamlessly integrated to our case management and ERP systems on SmartSuite.
- Automation Implementation:
 - Identify opportunities and implement automations to improve Apeiron's operational processes and workflows.
- Digitalize Insurance Applications development and maintenance:
 - Build, automate and maintain digital insurance application forms to streamline our business workflows and data collection processes.
 - Integrate data from our online forms into SmartSuite's ERPs.
- Continual development of systems and initiatives developed above.
- **Additional duties and responsibilities as required.**

Qualifications/Requirements:

Education:

- Bachelor's degree in computer science, Software Engineering, or a related field.

Experience:

- Familiarity with Insurance operation workflows is preferred.
- Familiarity with relational table software such as SmartSuite.
- Experience in consulting and implementing ERP systems is preferred.
- Competent in using automation development software such as Zapier, Make and Power Automate.

Skill requirements:

- Excellent problem-solving and analytical skills, with a keen attention to detail.
- Strong organizational and time management abilities to handle multiple tasks effectively.
- Excellent communication and interpersonal skills to collaborate with team members.
- Ability to adapt to a fast-paced and dynamic work environment.
- Always uphold strict confidentiality.

Language Ability:

- Apeiron is an English-speaking environment, proficient spoken and written English is mandatory.
- The ability to read and write in Mandarin is always a good value.



Apeiron Group is an Equal Opportunity Employer.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above.

The employee is expected to follow any other instructions and perform any other duties requested by the immediate supervisor or company management. The level of involvement may vary based on company and individual capabilities.

[Apply Now](#)

