



PR/159214 | Associate, Sales Operation (Insurance)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1548168

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 3rd, 2025 06:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES:

- Provide comprehensive sales support to the New Business team and Consultants.
- Coordinate medical appointments, prepare necessary documentation, and accurately transfer client information into required forms.
- Represent Consultants during clients' medical examinations when they are unavailable
- Assist with scheduling meetings and medical appointments, managing both new and ongoing application documentation, and ensuring timely policy delivery.
- Submit completed application documents to insurance providers.
- Maintain adherence to the sales operations process, including updating the system with pipeline activities and logging sales meetings.
- Ensure all client documentation is complete, compliant with internal standards, and meets insurance company due diligence requirements.
- Oversee the progress of assigned cases through to completion, including proactive follow-ups and negotiations with insurers or underwriters.
- Collaborate with Consultants and Servicing Consultants on ad-hoc post-sales service matters.
- Work closely with the New Business, Product & Market Intelligence (PMI), and Policy Servicing teams on both new and existing policies.

- Prepare customized PowerPoint presentations and product comparisons for client meetings.

JOB REQUIREMENTS;

- Degree holder in any discipline
- Good people / relationship skill with colleagues, and Consultants
- Ability to multi-task and work under extreme deadlines
- Good functional and technical knowledge and skills to do the job at a high level of accomplishment
- Min 1-2 years of administration, customer service or relationship management experience preferably in insurance or banking industry
- Proficiency in English, Malay, Chinese and Cantonese (Added advantage)

#LI-JACMY

#StateKL

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Company Description