



## 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**

July 8th, 2025 16:36

### 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