



## PR/095625 | Manager, Sales Operations

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1552498

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

August 19th, 2025 10:01

### 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

#### COMPANY OVERVIEW

An integrated group provides comprehensive wealth planning for ultra-high-net-worth and high-net-worth individuals. They specialize in Insurance, Trust, and Family Office services, offering bespoke solutions for wealth preservation and legacy planning. With a global presence, they emphasize a client-centric, holistic approach.

#### JOB RESPONSIBILITIES

- Generate highlights/quotes/insurer's illustrations for sales consultants' meetings.
- Provide new business sales support and after-sales policy services support for sales consultants.
- Follow internal processes and ensure proper documentation are obtained and filed in CRM
- Co-ordinate pre-case submission tasks - medical bookings, preparing internal KYC documentations and insurer's application forms.
- Handle new business case submissions to different insurers and work closely with sales consultants to policy

inception.

- Handle monthly bank's reporting.
- Handle inquiries from internal and external stakeholders and ensure they are answered promptly.
- The primary responsibilities are not limited to those listed above. The employee is expected to follow instructions and perform other ad-hoc duties as required by the immediate supervisor from time to time, within the Sales Operations Department.

## REQUIREMENTS

- Minimum 2-3 years of case management experience with HNW clients preferably in the insurance broking or insurance industry.
- Adapt to using different software to generate insurer's illustrations.
- Strong understanding of different underwriting requirements from the insurers to submit cases efficiently.
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Good interpersonal skill with internal and external stakeholders.
- Able to work with tight deadlines, producing efficient work in a multi-task environment
- Highly organized and pro-active in following up cases and also daily work.
- Meticulous, ability to be precise and accurate.
- Effectively cope with changes, can shift gears comfortably, able to handle uncertainties.
- Communicate effectively, both verbally and in writing
- Competent in Microsoft Office Word, Excel and PowerPoint
- Valid MAS licence required. Candidates who are not currently licensed will need to obtain a MAS licence upon commencement of employment
- Proficient in English and Chinese (both written and spoken)

We appreciate your application. However, due to the volume of responses, only shortlisted candidates will be notified. Please be advised that we are unable to sponsor visas.

Hannah Ariffin  
JAC Recruitment Pte Ltd  
EA License Number: 90C3026  
EA Personnel: R1984070

#LI-JACSG  
#countrysingapore

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## Company Description