

マレーシアの求人なら JAC Recruitment Malaysia

PR/159658 | Policy Administration, Associate

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1561506

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 16:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES:

- Handle post-sales service requests, including preparing and submitting forms to various insurance carriers, and liaising with insurers and underwriters for follow-ups and negotiations.
- Collaborate with Consultants and clients to ensure timely and accurate fulfillment of post-sales requirements.
- Keep Consultants and clients informed on the progress of post-sales requests and ensure all related meetings are
 properly recorded in the system.
- Ensure all client documentation complies with standards and carrier requirements, maintaining completeness and alignment.
- Work closely with the Team Leader and Sales Operations team to support daily operations.
- Ensure timely preparation and completion of annual client reviews.
- Develop customized PowerPoint presentations and policy comparisons for client meetings.

JOB REQUIREMENTS:

- · Bachelor's degree in any discipline.
- Strong interpersonal and relationship-building skills
- Proven ability to manage multiple tasks and perform under tight deadlines.
- Possesses solid functional and technical expertise to deliver high-quality results.
- Excellent collaboration skills, working closely with consultants and team members to enhance service turnaround time
 and improve annual review completion rates.
- Fresh graduate with relevant administrative and customer service experience are welcome

#LI-JACMY

#StateKL

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.my/privacy-policy Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

Company Description