



PR/160045 | Associate, New Business

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1574844

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 10:54

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- Provide sales support to the New Business team and Consultants, ensuring smooth coordination of all related activities.
- Coordinate medical appointments, prepare required documents, and accurately transfer information for submission and processing.
- Assist with meeting and medical arrangements, and support both new and ongoing application documentation as well as policy delivery.
- Ensure full compliance with sales operations procedures, including updating the sales pipeline, maintaining accurate records, and ensuring all activity logs and sales meeting notes are properly recorded in the system.
- Review and validate client documentation to ensure completeness, accuracy, and adherence to internal guidelines and insurance company compliance requirements.

- Manage cases from initiation to completion, including prompt follow-up, coordinating with insurers, and negotiating with underwriters when necessary.
- Collaborate with internal and external stakeholders to ensure accurate and timely case progression.
- Perform any ad-hoc tasks assigned by the line manager in support of departmental operations.

Job Requirements

- Bachelor's degree in any discipline.
- Minimum 1–2 years of experience in administration, customer service, or relationship management—preferably within the insurance or banking industry.
- Proficiency in Chinese and Cantonese (both written and spoken) is required.

#LI-JACMY
#countrymalaysia

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Company Description