



PR/160104 | Policy and Illustration Support

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1575486

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 11:47

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities

- Understand the clients' profiles and deliver illustration comparison tables to support the sales and sales operation team for client presentations.
- Conduct thorough quality checks to ensure all tables and system outputs are error-free and fully aligned with the company's quality standards before distribution.
- Perform regular maintenance, updates and enhancement to the in-house illustration system to maintain its functionality, accuracy and efficiency.
- Suggest and implement process improvements and optimize the system's performance.
- Prepare comprehensive reports to support management reporting and track sales activities

- Conduct training sessions for new-joiners by providing guidance on processes, tools and best practices

Requirement

- Degree holder in any discipline is welcome to apply.
- Strong analytical skills and attention to detail
- Strong communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders
- Excellent organizational and time management skills, with the ability to manage multiple tasks and extreme deadlines
- Possesses proactive mindset as well as willing to learn and responsible attitude.
- Proficient in Microsoft Excel
- Strong command of both English and Chinese to effectively communicate with Mandarin-speaking counterparties. Proficiency in additional languages is considered an advantage.
- Minimum 1-2 years of working experience is preferred.
- Working experience in similar industry or position is a plus.

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Company Description