



## 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**

March 31st, 2026 11:01

### 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.

**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.

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#### Company Description