



## PR/160219 | Business & Product Operation Analyst (Insurance)

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1581812

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 2nd, 2026 10:00

### 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

**JOB RESPONSIBILITIES:**

- Assist in manage the onboarding of new vendors and conduct regular reviews.
- Perform basic due diligence checks and review required documents.
- Maintain organized records of onboarding and review documentation
- Track vendors' creditworthiness and financial stability based on ratings from key rating agencies.
- Monitor and alert on any negative news, regulatory changes, or significant developments that may impact them.
- Maintain and update CRM entries for new product launches, commission structure changes, and product training records.
- Ensure all internal databases are kept accurate and up to date.

- Manage provider portal access, including onboarding/offboarding updates, maintaining accurate access records, and keeping complete audit trails for all changes.
- Organize and manage provider agreements and product materials, ensuring proper filing, naming, and version control in SharePoint while supporting efficient document retrieval and governance.
- Identify process gaps and recommend practical improvements, support the development of automated workflows using Power Automate and related tools

**JOB REQUIREMENTS:**

- Bachelor degree in Business Administration, finance and banking or any relevant field
- Minimum 2–3 years of relevant experience in an administrative, operations, or support function.
- Prior exposure to life insurance, financial services, or regulated industries is added advantage
- Strong working proficiency in the Microsoft 365 / Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
- Experience with SharePoint Online for document management, collaboration, and information governance.
- Ability to work independently with minimal supervision.
- Self-driven, resourceful, and solutions-oriented mindset.

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Company Description