



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

April 21st, 2026 07:00

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