



PR/096864 | Assistant Executive (Marine Claims)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1584304

Industry

Insurance

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 12:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A company in the insurance industry is hiring for a Claims Executive position. The organization is committed to delivering efficient and accurate claims handling while maintaining strong relationships with clients, intermediaries, and internal stakeholders. This role offers exposure to end-to-end claims management in a collaborative environment that values professionalism, attention to detail, and continuous learning.

Job Description

- Handle telephone enquiries and walk-in customers, while liaising closely with clients, intermediaries, surveyors, handling agents, overseas principals, and related internal parties
- Manage claims correspondence and attend meetings with clients and intermediaries when required
- Coordinate claims notification activities, including gathering customer information, arranging surveys, and engaging settling agents where necessary
- Create and maintain claim files, review policy, reinsurance, and treaty arrangements, and confirm underwriting acceptance with internal stakeholders
- Prepare and issue claims-related documentation, including acknowledgment letters, payment advice, cash-call advice,

- and reserve recommendations, while ensuring timely follow-up
- Monitor premium payment status, manage diary and file reviews, escalate cases beyond authority levels, support recovery actions, and compile claims statistics as required

Qualifications

- Diploma or degree in Insurance, Maritime Studies, or a related discipline
- Professional insurance qualifications such as ACII, AAI, CGI, or equivalent will be an advantage
- Good working knowledge of Microsoft Office applications
- Relevant claims or insurance-related experience will be an added advantage
- Strong interpersonal and communication skills, with the ability to work with multiple stakeholders
- Ability to multitask, work collaboratively as a team player, remain conscientious and tactful, and demonstrate a customer-focused mindset with a willingness to learn new skills

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026

#LI-JACSG

#countrysingapore

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Company Description