



PR/096866 | Marine Cargo Insurance Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1584306

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 07:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Marine Cargo Underwriting Executive

Location: Singapore

Employment Type: Full-Time

About the Role

Our client is seeking a detail-oriented Marine Cargo Underwriting Executive to support the underwriting and evaluation of marine cargo risks. This role is ideal for individuals with a strong interest in risk assessment, policy processing, and client coordination within the marine insurance sector.

Key Responsibilities 1. Underwriting & Risk Assessment Support

- Assist in the preparation of underwriting submissions, quotations, and proposals for marine cargo risks.
- Coordinate with brokers and clients to obtain all necessary information for risk evaluation and pricing.
- Review documents and data to ensure completeness and accuracy before underwriting decisions are made.
- Maintain and update underwriting databases, records, and client profiles.
- Support the development and execution of underwriting-related marketing initiatives and product promotion activities.

2. Policy Processing & Documentation Management

- Manage the issuance of marine cargo insurance policies, endorsements, and certificates in accordance with

underwriting instructions.

- Ensure all policy documentation aligns with company underwriting guidelines and regulatory standards.
- Track pending documentation and follow up with internal and external stakeholders to ensure timely completion.

3. Operational & Administrative Support

- Provide administrative assistance to the underwriting team as required.
- Undertake additional duties or projects assigned by management.

Requirements

- Diploma or Degree in Insurance, Maritime Studies, Risk Management, or a related discipline.
- Preferably at least 2 years of experience, ideally within underwriting, marine insurance, or general insurance.
- Willingness to obtain the Certificate in General Insurance (CGI) if required.
- Strong proficiency in Microsoft Office applications.
- Excellent interpersonal and communication skills.
- Meticulous, analytical, and able to multi-task in a fast-paced underwriting environment.
- Team-oriented, tactful, customer-focused, and eager to build underwriting expertise.

#LI-JACSG

#countrysingapore

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Company Description