



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

May 12th, 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

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description