



マレーシアの求人なら
JAC Recruitment Malaysia

PR/160572 | Policy Servicing Assistant Manager / Manager in one of the Growing Insurance Company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599312

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 8th, 2026 20:00

General Requirements

Minimum Experience Level

Over 3 years

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

Company and Job Overview

One of the leading international insurance brokerage is hiring Policy Servicing Assistant Manager/Manager to oversee end-to-end policy administration and servicing support. This role is critical in ensuring smooth operations across policy issuance, maintenance, and client servicing, while maintaining high standards of accuracy and compliance.

Job Responsibilities

Manage end-to-end policy servicing processes, including policy issuance, endorsements, renewals, and term alterations.

Act as the primary point of contact for advisors, insurers, and internal stakeholders on policy servicing matters.

Liaise closely with insurance partners to ensure timely processing and resolution of enquiries.

Review and verify policy documentation to ensure accuracy and compliance with regulatory requirements.

Monitor and track policy transactions, ensuring adherence to service level agreements (SLAs).

Support underwriting, claims, and post-sales servicing activities where required.

Identify process gaps and drive continuous improvement initiatives to enhance operational efficiency.

Assist in mentoring junior team members and provide guidance on policy servicing practices.

Prepare reports and updates for management on operational performance and key issues.

Job Requirements

Bachelor's degree in Business Administration, Finance, Insurance, or related field.

5–8 years of experience in policy servicing / insurance operations.

Strong attention to detail and high level of accuracy.

#LI-JACMY

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Company Description