


# PR/160822 | ASSOCIATE POLICY ADMINISTRATION at FOREIGN INSURANCE COMPANY

## Job Information

**Recruiter**
JAC Recruitment Malaysia

**Job ID**
1603072

**Industry**
Bank, Trust Bank

**Job Type**
Permanent Full-time

**Location**
Malaysia

**Salary**
Negotiable, based on experience

**Refreshed**
November 24th, 2026 01:00

## General Requirements

**Minimum Experience Level**
Over 1 year

**Career Level**
Mid Career

**Minimum English Level**
Fluent Level

**Minimum Japanese Level**
None

**Minimum Education Level**
Associate Degree/Diploma

**Visa Status**
No permission to work in Japan required

## Job Description

**COMPANY OVERVIEW**

A global **wealth transfer, legacy planning, and liquidity solutions consultancy** established in **1971**. The firm specializes in serving **High-Net-Worth (HNW)** and **Ultra-High-Net-Worth (UHNW)** individuals, families, entrepreneurs, and corporate executives by helping them preserve, protect, and transfer wealth across generations.

**JOB RESPONSIBILITIES**

- Handle post-sales service requests, including preparing and submitting forms to various insurance carriers, and liaising with insurers and underwriters for follow-ups and negotiations.
- Collaborate with Consultants and clients to ensure timely and accurate fulfillment of post-sales requirements.
- Keep Consultants and clients informed on the progress of post-sales requests and ensure all related meetings are properly recorded in the system.

- Ensure all client documentation complies with standards and carrier requirements, maintaining completeness and alignment.
- Work closely with the Team Leader and Sales Operations team to support daily operations.
- Ensure timely preparation and completion of annual client reviews.
- Develop customized PowerPoint presentations and policy comparisons for client meetings.

**JOB REQUIREMENTS**

- Bachelor's degree in any discipline.
- Strong interpersonal and relationship-building skills
- Proven ability to manage multiple tasks and perform under tight deadlines.
- Possesses solid functional and technical expertise to deliver high-quality results.
- Excellent collaboration skills, working closely with consultants and team members to enhance service turnaround time and improve annual review completion rates.
- Fresh graduate with relevant administrative and customer service experience are welcome

#LI-JACMY

#StateKualaLumpur

**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.my/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

## Company Description