



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

September 1st, 2026 03:00

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 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

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Company Description