



PR/097632 | Business Development Executive - Broker Channel

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1612829

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 08:00

General Requirements

Minimum Experience Level

Over 3 years

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

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- Act as the primary point of contact for intermediaries, handling enquiries relating to quotations, policy administration, endorsements, renewals, premium calculations, and general servicing matters.
- Liaise with internal stakeholders and prepare detailed instructions for policy processing and administrative support functions.
- Calculate and advise on premium adjustments, extensions, and other policy-related changes as required.
- Monitor and follow up on outstanding documentation, renewal instructions, declarations, and policy requirements.
- Review policies and renewals issued on amended or revised terms and coordinate necessary follow-up actions.
- Generate and prepare reports to support underwriting and portfolio management activities.

- Assist with the preparation and administration of bond-related documentation and approvals.
- Coordinate the collection and issuance of policy and bond documents with intermediaries and clients.
- Review supporting documentation to ensure accuracy, completeness, and proper execution.
- Support policy issuance and servicing enquiries from internal departments.
- Undertake additional duties and projects as assigned by management.

Requirements

- Diploma or Degree in Insurance, Business, Finance, or a related discipline.
- Professional insurance qualifications (e.g., CGI or equivalent) will be an advantage.
- Proficient in Microsoft Office applications, particularly Excel and Word.
- Strong interpersonal and communication skills with the ability to build relationships with external partners and internal stakeholders.
- Keen interest in developing technical insurance knowledge and learning new skills.
- Able to manage multiple priorities and work effectively in a fast-paced environment.
- Self-motivated, adaptable, and proactive with a strong attention to detail.
- Team-oriented mindset with a customer-focused approach.

Preferred Background

- Experience in general insurance operations, underwriting support, policy administration, broker servicing, or related insurance functions would be advantageous.
- Familiarity with commercial lines, bonds, or policy servicing processes is beneficial.

#LI-JACSG
#countrysingapore

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Company Description