



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159214 | Policy Operation Support

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント マレーシア

求人ID

1548168

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年10月01日 05:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

JOB RESPONSIBILITIES:

- Provide comprehensive sales support to the New Business team and Consultants.
- Coordinate medical appointments, prepare necessary documentation, and accurately transfer client information into required forms.
- Represent Consultants during clients' medical examinations when they are unavailable
- Assist with scheduling meetings and medical appointments, managing both new and ongoing application documentation, and ensuring timely policy delivery.
- Submit completed application documents to insurance providers.
- Maintain adherence to the sales operations process, including updating the system with pipeline activities and logging sales meetings.
- Ensure all client documentation is complete, compliant with internal standards, and meets insurance company due diligence requirements.
- Oversee the progress of assigned cases through to completion, including proactive follow-ups and negotiations with insurers or underwriters.
- Collaborate with Consultants and Servicing Consultants on ad-hoc post-sales service matters.
- Work closely with the New Business, Product & Market Intelligence (PMI), and Policy Servicing teams on both new and existing policies.
- Prepare customized PowerPoint presentations and product comparisons for client meetings.

JOB REQUIREMENTS;

- Degree holder in any discipline
- Good people / relationship skill with colleagues, and Consultants
- Ability to multi-task and work under extreme deadlines
- Good functional and technical knowledge and skills to do the job at a high level of accomplishment
- Min 1-2 years of administration, customer service or relationship management experience preferably in insurance or banking industry
- Proficiency in English, Malay, Chinese and Cantonese (Added advantage)

#LI-JACMY

#StateKL

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会社説明