



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159261 | Sales Operation Associate (Financial Services)

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

1548231

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07月23日 09:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

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 formats.
- Assist in organizing meetings and medical arrangements, and support both new and ongoing insurance applications, including policy issuance and delivery.
- Ensure adherence to the sales operations process by maintaining accurate pipeline updates and logging all relevant activities, including sales meetings, in the system.
- Verify that all client documentation is complete, compliant with internal standards, and meets insurance company requirements for due diligence.
- Manage assigned cases through to completion, including timely follow-ups and negotiations with insurers and underwriters.
- Collaborate effectively with internal and external stakeholders to ensure smooth workflow and client satisfaction.
- Perform any additional tasks as assigned by the line manager.

JOB REQUIREMENTS:

- Degree holder in any discipline
- Good people / relationship skill
- 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
- Able to build appropriate rapport & use diplomacy and tact
- Highly organized and proactive in following up cases and also daily work Effectively cope with changes
- Min 1-2 years of administration, customer service or relationship management experience preferably in insurance or banking industry
- Proficiency in English and Mandarin, Cantonese will be added advantage

#LI-JACMY

#StateKL

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会社説明