



シンガポールの求人なら  
JAC Recruitment Singapore

## PR/095708 | Case Manager

### 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 シンガポール

#### 求人ID

1554817

#### 業種

銀行・信託銀行・信用金庫

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月12日 10:41

### 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 Summary

Reporting to Head of New Business – Singapore, the incumbent acts as the primary liaison with insurers, Sales Consultant and Bankers in providing hands on end to end management of insurance applications.

#### Responsibilities

- Assist the Consultants in sales support work
- Work with Consultants / Bankers to arrange medical booking, preparation documentations and obtain financial documentation and KYC requirements
- Attend client's medical examinations or other client's meetings in Consultant's absence (face to face with clientele)
- Liaise with Bankers and clients for meetings, medical arrangements, new & ongoing application documentation and

## policy delivery

- Submission of application documentation to insurance companies
- Update Consultant on their pipeline and cases and to ensure that sales meetings are updated in the systems
- Ensure client documentations are complete, aligned and satisfied with internal & insurance company compliance and due diligence
- Manage and bring all the cases under care into completion (includes follow-up/ negotiation with insurers/ underwriters)
- Work with Consultants and Client Servicing to ensure prompt preparation and completion of annual reviews
- Work closely with Illustration and Inforce Team on a day-to-day basis on new and existing policies
- Prepare specific client's power point presentation and product comparison for client's meeting

## Requirements

- Degree holder in any discipline
- Good people / relationship skill with Clients, Bankers 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
- Good interpersonal skill and working closely with Consultants and colleagues to improve inception ratio
- 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 3-5 years of customer service and / or relationship management experience with HNW clients preferably in insurance or banking industry

We regret to inform that only shortlisted candidates will be notified.  
Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.  
EA Licence: 90C3026  
EA Personnel: R1872039  
EA Personnel Name: Nurdiana Teng Abdullah

**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.

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会社説明