



PR/160045 | Associate, New Business

#### 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

1574844

##### 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

2026年05月05日 03:00

#### 応募必要条件

##### 職務経験

1年以上

##### 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

基礎会話レベル

##### 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 sales support to the New Business team and Consultants, ensuring smooth coordination of all related activities.
- Coordinate medical appointments, prepare required documents, and accurately transfer information for submission and processing.
- Assist with meeting and medical arrangements, and support both new and ongoing application documentation as well as policy delivery.
- Ensure full compliance with sales operations procedures, including updating the sales pipeline, maintaining accurate records, and ensuring all activity logs and sales meeting notes are properly recorded in the system.
- Review and validate client documentation to ensure completeness, accuracy, and adherence to internal guidelines and insurance company compliance requirements.

- Manage cases from initiation to completion, including prompt follow-up, coordinating with insurers, and negotiating with underwriters when necessary.
- Collaborate with internal and external stakeholders to ensure accurate and timely case progression.
- Perform any ad-hoc tasks assigned by the line manager in support of departmental operations.

#### **Job Requirements**

- Bachelor's degree in any discipline.
- Minimum 1–2 years of experience in administration, customer service, or relationship management—preferably within the insurance or banking industry.
- Proficiency in Chinese and Cantonese (both written and spoken) is required.

#LI-JACMY  
#countrymalaysia

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会社説明