



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

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