



PR/160104 | Policy and Illustration 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

1575486

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02月17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

ビジネス会話レベル

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

Responsibilities

- Understand the clients' profiles and deliver illustration comparison tables to support the sales and sales operation team for client presentations.
- Conduct thorough quality checks to ensure all tables and system outputs are error-free and fully aligned with the company's quality standards before distribution.
- Perform regular maintenance, updates and enhancement to the in-house illustration system to maintain its functionality, accuracy and efficiency.
- Suggest and implement process improvements and optimize the system's performance.
- Prepare comprehensive reports to support management reporting and track sales activities

- Conduct training sessions for new-joiners by providing guidance on processes, tools and best practices

Requirement

- Degree holder in any discipline is welcome to apply.
- Strong analytical skills and attention to detail
- Strong communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders
- Excellent organizational and time management skills, with the ability to manage multiple tasks and extreme deadlines
- Possesses proactive mindset as well as willing to learn and responsible attitude.
- Proficient in Microsoft Excel
- Strong command of both English and Chinese to effectively communicate with Mandarin-speaking counterparties. Proficiency in additional languages is considered an advantage.
- Minimum 1-2 years of working experience is preferred.
- Working experience in similar industry or position is a plus.

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