



PR/160197 | Credit Control Executive

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

1580480

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04月14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

Job Summary

We are looking for a Credit Control Executive for our client in the insurance and reinsurance broking sector. This role involves close collaboration with both internal and external stakeholders to uphold strong financial discipline and effective credit management practices. The Executive will be responsible for supporting premium collection, managing receivables, and ensuring credit governance. Key duties include accurate tracking of premium settlements, timely collections of payments, proper reconciliation, and adherence to statutory and regulatory requirements.

Job Responsibilities:

- Oversee and manage client premium receivables, including to ensure timely collection, accurate tracking and settlement, proper payment allocation, and performing regular aging analysis
- Prepare statements of accounts (SOA), collection reminders, and conduct follow-ups with clients and intermediaries.

- Handle insurance-related receivable transactions, including premiums, commissions and claims recoveries.
- Reconcile premium records with insurers, reinsurers, and business partners.
- Support the preparation and verification of bordereaux, settlement listings, and reconciliation statements.
- Prepare regular credit control reports and maintain accurate records in accounting and broking systems.
- Coordinate with the Finance team on month-end closing activities related to receivables.
- Assist in resolving discrepancies or disputes relating to premium allocations or settlement issues.
- Ensure compliance with internal credit control policies, regulatory guidelines, and industry best practices.
- Support audits with required credit-related documentation.
- Uphold standards relating to integrity, anti-corruption, anti-bribery, and data protection (PDPA).
- Liaise professionally with clients, insurers, reinsurers, and internal departments to resolve outstanding issues and support premium-related queries, fostering strong working relationships for smooth settlements.

Job Requirements:

- Diploma or Bachelor's Degree in Accounting, Finance, Business, or related field holders are encouraged to apply.
- Possess minimum 1–3 years of experience in credit control, accounts receivable, or finance operations.
- Possess experience in the insurance, reinsurance, or broking industry is an advantage.
- Strong accuracy in handling figures and financial data.
- Good understanding of credit control processes, receivables management, and reconciliation.
- Proficient in Microsoft Excel and familiar with accounting or financial systems.
- Strong communication and coordination skills.
- Ability to work independently, multitask, and meet deadlines.
- High integrity, professionalism, and discipline in managing confidential information.

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