



PR/160219 | Business & Product Operation Analyst (Insurance)

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

1581812

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06月02日 10:00

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 RESPONSIBILITIES:

- Assist in manage the onboarding of new vendors and conduct regular reviews.
- Perform basic due diligence checks and review required documents.
- Maintain organized records of onboarding and review documentation
- Track vendors' creditworthiness and financial stability based on ratings from key rating agencies.
- Monitor and alert on any negative news, regulatory changes, or significant developments that may impact them.
- Maintain and update CRM entries for new product launches, commission structure changes, and product training records.
- Ensure all internal databases are kept accurate and up to date.

- Manage provider portal access, including onboarding/offboarding updates, maintaining accurate access records, and keeping complete audit trails for all changes.
- Organize and manage provider agreements and product materials, ensuring proper filing, naming, and version control in SharePoint while supporting efficient document retrieval and governance.
- Identify process gaps and recommend practical improvements, support the development of automated workflows using Power Automate and related tools

JOB REQUIREMENTS:

- Bachelor degree in Business Administration, finance and banking or any relevant field
- Minimum 2–3 years of relevant experience in an administrative, operations, or support function.
- Prior exposure to life insurance, financial services, or regulated industries is added advantage
- Strong working proficiency in the Microsoft 365 / Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
- Experience with SharePoint Online for document management, collaboration, and information governance.
- Ability to work independently with minimal supervision.
- Self-driven, resourceful, and solutions-oriented mindset.

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会社説明