



## PR/096864 | Assistant Executive (Marine Claims)

### 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シンガポール

#### 求人ID

1584304

#### 業種

生命保険・損害保険

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2026年04月28日 12:00

### 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

流暢

#### 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

#### Company Overview

A company in the insurance industry is hiring for a Claims Executive position. The organization is committed to delivering efficient and accurate claims handling while maintaining strong relationships with clients, intermediaries, and internal stakeholders. This role offers exposure to end-to-end claims management in a collaborative environment that values professionalism, attention to detail, and continuous learning.

#### Job Description

- Handle telephone enquiries and walk-in customers, while liaising closely with clients, intermediaries, surveyors, handling agents, overseas principals, and related internal parties
- Manage claims correspondence and attend meetings with clients and intermediaries when required
- Coordinate claims notification activities, including gathering customer information, arranging surveys, and engaging settling agents where necessary
- Create and maintain claim files, review policy, reinsurance, and treaty arrangements, and confirm underwriting acceptance with internal stakeholders
- Prepare and issue claims-related documentation, including acknowledgment letters, payment advice, cash-call advice,

- and reserve recommendations, while ensuring timely follow-up
- Monitor premium payment status, manage diary and file reviews, escalate cases beyond authority levels, support recovery actions, and compile claims statistics as required

### Qualifications

- Diploma or degree in Insurance, Maritime Studies, or a related discipline
- Professional insurance qualifications such as ACII, AAI, CGI, or equivalent will be an advantage
- Good working knowledge of Microsoft Office applications
- Relevant claims or insurance-related experience will be an added advantage
- Strong interpersonal and communication skills, with the ability to work with multiple stakeholders
- Ability to multitask, work collaboratively as a team player, remain conscientious and tactful, and demonstrate a customer-focused mindset with a willingness to learn new skills

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会社説明