



## PR/160314 | Associate, Policy Operation Support in Growing Consultancy Firm

### 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

1584346

#### 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09日 06:00

### 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

ネイティブ

#### 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 Description

- Manage the timely preparation and delivery of premium notices to clients.
- Prepare and distribute annual policy review packages within established timelines.
- Update meeting outcomes, action items, and status changes in the internal system following annual review sessions.
- Retrieve, verify, and input quarterly and annual cash values into the system accurately.
- Liaise with insurers to facilitate smooth transfer of required data, documentation, and client information.
- Respond to policy-related enquiries, providing clear and accurate information to advisors and clients.
- Prepare customised client presentations, policy summaries, and comparison reports to support advisory discussions.
- Handle ad hoc servicing requests, including generating CSV files, inforce illustrations, and other policy documentation.
- Maintain precise and up-to-date records across internal platforms and databases.
- Collaborate closely with internal teams to ensure efficient workflow and seamless coordination between Sales and Operations.

**Job Requirements**

- Degree holder in any discipline
- Highly organized and proactive in fulfilling daily work efficiently
- Ability to multi-task and work under extreme deadlines
- Competent in Microsoft Excel/Powerpoint/Word/Adobe Acrobat
- Proficient in English and Chinese in order to liaise with the mandarin speaking counterparties
- Min 1-2 years of working experience in shared service operations or customer service preferably in insurance industry

#LI-JACMY  
#countrymalaysia

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会社説明