



## PR/160340 | Associate, Policy Administration

### 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

1584377

#### 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03月31日 10:26

### 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 RESPONSIBILITIES:

- Handle post-sales service requests, including preparing and submitting forms to various insurance carriers, and liaising with insurers and underwriters for follow-ups and negotiations.
- Collaborate with Consultants and clients to ensure timely and accurate fulfillment of post-sales requirements.
- Keep Consultants and clients informed on the progress of post-sales requests and ensure all related meetings are properly recorded in the system.
- Ensure all client documentation complies with standards and carrier requirements, maintaining completeness and alignment.
- Work closely with the Team Leader and Sales Operations team to support daily operations.
- Ensure timely preparation and completion of annual client reviews.

- Develop customized PowerPoint presentations and policy comparisons for client meetings.

JOB REQUIREMENTS:

- Bachelor's degree in any discipline.
- Strong interpersonal and relationship-building skills
- Proven ability to manage multiple tasks and perform under tight deadlines.
- Possesses solid functional and technical expertise to deliver high-quality results.
- Excellent collaboration skills, working closely with consultants and team members to enhance service turnaround time and improve annual review completion rates.
- Fresh graduate with relevant administrative and customer service experience are welcome

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会社説明