



PR/160572 | Policy Servicing Assistant Manager / Manager in one of the Growing Insurance Company

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

1599312

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26日 11:13

応募必要条件

職務経験

3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

Company and Job Overview

One of the leading international insurance brokerage is hiring Policy Servicing Assistant Manager/Manager to oversee end-to-end policy administration and servicing support. This role is critical in ensuring smooth operations across policy issuance, maintenance, and client servicing, while maintaining high standards of accuracy and compliance.

Job Responsibilities

Manage end-to-end policy servicing processes, including policy issuance, endorsements, renewals, and term alterations.

Act as the primary point of contact for advisors, insurers, and internal stakeholders on policy servicing matters.

Liaise closely with insurance partners to ensure timely processing and resolution of enquiries.

Review and verify policy documentation to ensure accuracy and compliance with regulatory requirements.

Monitor and track policy transactions, ensuring adherence to service level agreements (SLAs).

Support underwriting, claims, and post-sales servicing activities where required.

Identify process gaps and drive continuous improvement initiatives to enhance operational efficiency.

Assist in mentoring junior team members and provide guidance on policy servicing practices.

Prepare reports and updates for management on operational performance and key issues.

Job Requirements

Bachelor's degree in Business Administration, Finance, Insurance, or related field.

5–8 years of experience in policy servicing / insurance operations.

Strong attention to detail and high level of accuracy.

#LI-JACMY

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