

PR/160822 | ASSOCIATE POLICY ADMINISTRATION at FOREIGN 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
1603072

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11月10日 19:00

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 OVERVIEW

A global **wealth transfer, legacy planning, and liquidity solutions consultancy** established in **1971**. The firm specializes in serving **High-Net-Worth (HNW)** and **Ultra-High-Net-Worth (UHNW)** individuals, families, entrepreneurs, and corporate executives by helping them preserve, protect, and transfer wealth across generations.

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

#LI-JACMY

#StateKualaLumpur

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