

PR/097472 | Motor 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
1605535

業種
銀行・信託銀行・信用金庫

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11月24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
ネイティブレベル

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

Motor Claims Executive / Claims Officer

Key Responsibilities

- Manage and process motor insurance claims efficiently, accurately, and fairly within established service standards, authority limits, and operational guidelines.
- Ensure claim reserves are reviewed and updated promptly to reflect current claim exposures.
- Identify, investigate, and escalate suspicious or potentially fraudulent claims when necessary.
- Handle enquiries via phone, email, and in-person interactions, providing professional customer service at all times.
- Coordinate with internal teams, external service providers, business partners, and other stakeholders to facilitate claim resolution.

- Provide guidance and support to administrative team members in their daily duties.
- Review existing workflows and recommend process improvements to enhance operational efficiency and service quality.
- Monitor recovery opportunities and follow up on outstanding recovery matters to ensure timely resolution.
- Conduct regular claim file reviews to ensure accuracy, compliance, and completeness.
- Perform additional duties and projects as assigned by management.

Requirements

- Diploma, CGI qualification, or an equivalent insurance-related certification.
- Fresh graduates with a keen interest in insurance claims are encouraged to apply.
- Prior experience in motor claims handling will be an advantage but is not mandatory.
- Strong interpersonal and communication skills.
- Ability to multitask effectively, work collaboratively in a team environment, and adapt to new challenges.
- Detail-oriented, responsible, customer-focused, and professional in dealing with stakeholders.
- Proficient in Microsoft Office applications, particularly Word, Excel, and Outlook.

What's on Offer

- Competitive remuneration package commensurate with experience and qualifications.
- Opportunities for career development and professional growth within the insurance industry.
- Supportive and collaborative working environment.

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#countrysingapore

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