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09月01日 12:00

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

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

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会社説明