KENN
CAPITAL

Advisor, Fund Investment Insurance

Key Responsibilities

- Process onboarding and off-boarding paperwork formality for new and exit policyholders respectively.
- Manage policyholders' enquiries/requests within stipulated time.
- Ensure unresolved issues are promptly followed up and resolved within stipulated time.
- Provide excellent customer service experience.
- Manage ad-hoc assignments/tasks delegated by the Section Head, when required

Key Requirements

- Min Diploma or Degree in any discipline.
- Candidate with the required certification for handling Fund Investment Insurance will be an added advantage,
- Candidates with prior financial advisory experience can apply.
- At least 3 years of working experience in customer servicing role.
- Meticulous and accurate.
- Excellent communication skills.
- Fast learner and embraces change in a fast-paced working environment.
- Able to multi-task under tight deadlines.

Thank you for your application. Only shortlisted candidates shall be notified.