



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce
Career Day 2020

Job Description

Position:

Job Description (100 words):

Roles and Responsibilities: • Communicating and coordinating with Customers (Individual and Family policies), Insurance companies, Sales team. • Processing application forms and Organizing follow ups with insurance companies, customer, sales team efficiently and pro-actively. • Keeping a clean and organized Database (YS) and Medical Admin page. • Providing excellent customer service to clients and support to our Sales team particularly through very fast response time. • Solving problems related to payments of policies, delays in processing application forms, and any problems related to the administration • of Individual Medical Insurance policies. • Assisting head of sales support training junior team member and helping them to solving problems on a daily basis.

Job location:

Type of job (full-time, part-time, internship):

Required experience:

Starting date:

Salary (if indicated):

Candidates' requirements (100 words)

- Communicating and coordinating with Customers (Individual and Family policies), Insurance companies, Sales team;
- Processing application forms and Organizing follow ups with insurance companies, customer, sales team efficiently and pro-actively;
- Keeping a clean and organized Database (YS) and Medical Admin page
- Providing excellent customer service to clients and support to our Sales team particularly through very fast response time;
- Solving problems related to payments of policies, delays in processing application forms, and any problems related to the administration • of Individual Medical Insurance policies;
- Assisting head of sales support training junior team member and helping them to solving problems on a daily basis.



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Company Information

Company Name: **Pacific Prime**

Company Description (100 words):

Pacific Prime is widely regarded as Asia's leading international health insurance and employee benefits intermediary. In operation since 2000, we now manage policies for 300,000+ clients via our six offices around Asia and the Middle East. As an ever-growing company, we are looking for confident and self-driven International Sales candidates to join our team of international and multicultural professionals in Beijing. When you join us, you will be joining a dynamic and relatively new market with opportunities for mobility in the future.