

EXECUTIVE, CLIENT SERVICES (FRONTLINE) – 2 Positions

Budget : S\$2.3k to S\$2.8k

Responsibilities:

- Attend to hotline / walk-in enquiries from customers and advisers with a keen sense of customer focus
- Reply correspondences in a customer friendly manner
- Able to turnaround requests in a timely and efficient manner
- Able to resolve issues for customers / advisers in an equitable way
- Engage in processing and administration tasks whenever necessary.

Requirements:

- Diploma holder with at least 3 years in customer service role.
- Experience in the life insurance is preferred.
- Possesses keen sense of customer focus and is pro-active in supporting customer service initiatives.