



Regulated by the Monetary Authority of Singapore, ECICS Limited is the only locally owned company that is authorized to write a full range of credit risk insurance, bonds and guarantees, and other general insurance products.

ECICS Limited is a wholly owned subsidiary of IFS Capital Limited, an established financial services group listed on the mainboard of Singapore Exchange. IFS is involved in commercial finance such as factoring services, working capital & asset based financing, structured finance, alternative finance and private equity investments, and has operations in Singapore, Indonesia, Malaysia and Thailand.

We are now looking for highly motivated individual to join us as:

**ASSISTANT / SENIOR ASSISTANT  
(OPERATIONS)**

Reporting to the Head of Operations & Claims, the successful candidate will be part of the Processing Team and your duties will include the following:-

- Process and issue new and renewed insurance policies
- Process policy extension, variation and cancellation or discharge of policies
- Generate invoices, credit notes, statements and reports
- Liaise with brokers and clients on policy servicing matters
- Ensure compliance with service standards & document turnaround time
- Participate in system implementation project
- Support other ad hoc duties as assigned

**Requirements:**

- GCE 'A' Level/ Diploma Holder in any discipline with at least 2 years of relevant working experience in the Insurance industry
- Candidates with more years of experience will be considered for the senior role
- Positive attitude, efficient and team player
- Good working knowledge of MS Excel & Word

If you meet the above requirements, you are invited to send your resume in MS word format through the 'Apply' button.

**The Human Resource Department  
ECICS Limited  
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We regret to inform that only short-listed candidates will be notified.