


[www.michaelpage.co.jp](http://www.michaelpage.co.jp)

## Billing Unit CS Operator - Global Insurance Provider

### CS Operator at Global Insurance Provider

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1514106

**Industry**

Insurance

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

3.5 million yen ~ 5 million yen

**Refreshed**

December 26th, 2024 16:25

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

You will be part of the Customer Service team in the Billing unit, which handles mostly B2B customers (e.g. financial institutions). You will be supporting with inbound and outbound communication with the company partners to make sure payment processes are handled correctly and to support with other inquiries to provide a smooth client experience.

**Client Details**

One of the largest global providers of insurance.

**Description**

You will be part of the Customer Service team in the Billing unit, which handles mostly B2B customers (e.g. financial institutions). You will be supporting with inbound and outbound communication with the company partners to make sure payment processes are handled correctly and to support with other inquiries to provide a smooth client experience.

Among the main responsibilities:

- Handling inbound and outbound communication with the company partners

- Handling billing processes and organizing information as required
- Supporting team members when needed

#### **Job Offer**

- Flexible working schedule
- Work from home allowed twice a week
- Leadership path

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Davide Capretta at +81 3 6832 8675.

---

#### **Required Skills**

- Great communication skills that will be used to communicate with the company's clients
  - 1-2 years of experience in a corporate environmet
  - Good organizational skills - need to manage and organize an important amount of information
  - Leadership oriented: someone who wants to become a team leader in the future
  - Native level of Japanese to speak with colleagues and clients
  - Proficiency with Word, Excel, PPT
  - English not required, but a plus for future leadership role
- 

#### **Company Description**

One of the largest global providers of insurance.