

MichaelPage

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Billing Unit CS Operator - Global Insurance Provider

CS Operator at Global Insurance Provider

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1506952

業種

生命保険・損害保険

雇用形態

正社員

勤務地

東京都 23区

給与

350万円 ~ 500万円

更新日

2024年11月28日 13:52

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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.

スキル・資格

- 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

会社説明

One of the largest global providers of insurance.