



# POSITION DESCRIPTION

**POSITION TITLE:** Account Executive

**ADVERT TITLE:** Account Executive

**LOCATION:** MALAYSIA  PHILIPPINES  VIETNAM

## ASW COMPANY OVERVIEW

ASW is creating the world's most talented international family through hiring and growing talent into long-term careers with Australian companies. ASW is a recruitment and talent specialist, that partners with Australian companies to help them build highly capable international teams. We enable Australian companies to meet their business goals by accessing and retaining premium talent in emerging markets and giving that talent the opportunity to grow, learn and develop. Together we embed international teams into respected Australian businesses, both functionally and culturally, to deliver enduring and transparent people solutions.

## THE OPPORTUNITY

Our client is a well-established Australian firm with expertise in managing multinational accounts, iconic brands, high net worth individuals, and private businesses. They have over 50 years of experience and specialize in various industry sectors, providing risk management advice and maintaining a strong reputation in local and international insurance markets.

They are currently seeking an **Account Executive** to join their team in Manila. The role entails managing inquiries, following up with customers and stakeholders, liaising with customers, processing business renewals, and supporting the onshore team.

## KEY RESPONSIBILITIES

- Assisting senior staff and the team in all aspects of designing, developing, implementing, managing, and coordinating insurance programs for clients.
- Managing client information within the company's broking system and overseeing client invoices and payments.
- Collecting client information to assist in the preparation of renewal documentation and providing support to the Account Manager or Senior Account Executive with assigned duties.
- Following up and collecting client payments & invoicing. Maintaining the renewal tracker (if applicable) and ensuring that the policies due for renewal, client payments, insurer payments and unposted transactions lists are up to date and maintained in good order.
- Helping maintain positive and meaningful working relationships with Insurers and keep well-informed of the Insurance and Client markets.
- Maintaining strong compliance outcomes and a compliance culture.



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## SKILLS, EXPERIENCE & QUALIFICATION

- Bachelor's Degree qualification in Business Administration or anything related.
- At least 3 years working experience in the Insurance Industry
- Strong skills in Microsoft Office including intermediate to advanced MS Excel skills.
- Excellent organizational skills with the ability to prioritize and complete work within established deadlines and a proactive approach to problem-solving.
- Excellent verbal and written communication skills.

## ASW OFFERS

- A diverse, inclusive, and supportive company culture.
- Competitive remuneration.
- Opportunity to collaborate and work with global clients and stakeholders.
- Medical benefits.
- Great Paid Leave entitlements.
- Team outings, travel opportunities, company parties/events, and other exciting activities.
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia.
- Industry and role-related training.
- Ongoing career opportunities.