VACANCY NOTICE

MSIG Insurance (Vietnam) Company Limited ("MSIG Vietnam") is a part of the Mitsui Sumitomo Insurance Co., Ltd. network in Japan and a member of MS&AD Insurance Group.

MS & AD Insurance Group was established in April 2010 following the alliance of Mitsui Sumitomo Insurance Group, Aioi Insurance Company and Nissay Dowa General Insurance Company, MS&AD Insurance Group is one of the largest general insurers in the world, with presence in over 41 markets globally, 16 of which are in Asia. Based in Japan, MS&AD Insurance Group is active in five business domains, namely domestic Japanese general insurance, life insurance, non-life insurance, financial services and risk-related services.

MSIG Vietnam with 100% foreign wholly owned company is the first Japanese General Insurer in Vietnam with Head Quarter in Hanoi, Branch in Ho Chi Minh City, and Representative Offices in Hai Phong City, Da Nang City, Hung Yen Province and Vinh Phuc Province.

We help consumers and businesses cope with risks to protect what they care about. We support individuals, communities and society to get back on their feet and minimize disruption to their daily lives during unforeseen circumstances. We offer a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, liability, engineering, and other classes of casualty business in the commercial insurance line, and home and contents, motor, personal accident and travel in the personal insurance offerings. From individual customers to commercial businesses, the range of insurance products, solutions and services are flexible in responding to challenges from evolving market conditions.

MSIG Vietnam is seeking to recruit a well-qualified Vietnamese citizen with competitive compensation and benefits for opening position:

Assistant Executive (11.5-month contract) / Retails Claims Division

Contract Status: Temporary Report to: Manager Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
KEY TASKS: • Handle claims data entry and maintain the update revision in the system • Process simpler Extended Warranty (EW) claims following Standard Operating Procedure (SOP) for next process of claims approval • Prepare month dealer reconciliation • Follow up pending claim due to lacking documents from dealer • Prepare statistics and reports related to EW project • Support filing and administration for motor claims • To join the required trainings to be delivered by on job training sessions, or others as required; • To keep a good communication with customers (internal and external) to achieve greater customer satisfaction claims services. • To observe accuracy, completeness and timeliness when carrying out daily responsibilities; • Timely and accurate reports as required; • Manage and work with TMV (Toyota Motors Vietnam) and dealers in the network to ensure the good services to the partners • Support deputy manager to monitor dealer's performance for the EW projects • To execute other office tasks as required by the Company.	**QUALIFICATIONS:** • Bachelor degree in Business Administration, Insurance, Finance, Economics, Accounting, Automotive Engineering, or related field • Fresh graduates welcome • Be able to use English at work **SKILLS/KNOWLEDGE:** • Effective inter-personal exchange skills • Influencing skills • Analytical and synthetical ability **EXPERIENCE:** • No experience required. Fresh graduates can be considered • Internship experience is an advantage

Our company's package includes, but is not limited to, the benefits outlined below. Specific benefits will be provided in line with applicable company policies.

- Attractive and competitive remuneration package: attractive monthly salary Guaranteed Bonus, Short-Term Incentive Bonus, various types of allowances and subsidies (telecommunication allowance, pocket subsidy, special language subsidy, risk surveyor subsidy, hotline duty subsidy, clothes support subsidy, lunch support subsidy, transportation subsidy…) and long service award. Specific benefits will be provided based on applicable company policy
- Premium healthcare insurance package including health and accident insurance in addition to basic insurances regulated by the Labor Code to employees and their entitled families' members (depends on level of employees).
- Training opportunities sponsored by the Company (on-job-training, soft skills, professional knowledge and certificate (ANZIIF, CII, ACCA, Actuary…), technical exchange seminar…).
- Minimum of 15 annual leave days; Annual health check-up at high standard level.
- International and professional work environment with high ethic and compliant culture.
- Annual company summer vacation and parties with teambuilding activities and talented performances.
- Company's Top Management always communicates to all employees about Company's strategy, development plan and new opportunities for employees to reach higher performance.
- Employees are engaged and taken care by the company via various Trade Union activities.

Details of job description and selection requirements of this position are posted at www.msig.com.vn
Starting date: As soon as possible

Written application in English, stating why you are suitable for the post, together with full curriculum vitae should be sent by **30th November 2026** to Email: recruit@vn.msig-asia.com

Attn.: Human Resource Department, **MSIG Vietnam**, **10th Floor, Corner Stone Building, No. 16, Phan Chu Trinh Street, Cua Nam Ward, Hanoi, Vietnam**

* Note: Only short-listed candidates will be contacted. Applications will not be returned.

Applications will be on first come first serve basis.

MSIG is an equal opportunity employer.