



## 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 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 (Front) / Global Business Division**

Contract Status: Permanent

Report to: General Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>KEY OUTPUTS:</b> <b>1. <u>Client Service:</u></b></p> <ul style="list-style-type: none"><li>- To review renewal list for timely reminders to clients</li><li>- To offer renewal quotations and new quotation for new clients</li><li>- To request Business Processing Team to issue policy, endorsement, issue Chinese policies and send to clients</li><li>- To look for new clients, approaching clients, selling insurance and taking care of clients</li><li>- To conduct non-life insurance seminars for both current and potential clients (explain the cover of insurance policy and claim procedure)</li><li>- Create structure and manage paper, email files and other documentations in accordance with agreed processes and procedures of Marketing Division.</li><li>- Co-ordinate efforts of all Departments/ Divisions and work as intermediary on behalf of the Line Management(s).</li><li>- To organize risk management seminars for existing clients</li><li>- To execute risk survey at client's site as basis for offering quotation</li></ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"><li>- University Graduation</li><li>- Mandarin fluency</li><li>- Good at English</li></ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"><li>- Strong marketing sense.</li><li>- Be able to clearly understand working procedure &amp; flow chart.</li><li>- Well know all insurance products and be able to explain that to clients their coverage is a plus.</li><li>- Be highly aware of requirements to be professional to provide high quality service to clients.</li></ul> <p><b>EXPERIENCE:</b></p>

<p><b>2. Outstanding/Unclear Premium:</b></p> <ul style="list-style-type: none"> <li>- To update the status of outstanding premium and follow up the overdue premium to ensure collecting premium fully and timely</li> </ul> <p><b>3. Business Administration:</b></p> <ul style="list-style-type: none"> <li>- To report any unusual problems to direct management</li> <li>- Monthly &amp; quarterly Gross Written Premium analysis report, expenses analysis report, Data checking.</li> </ul> <p><b>4. With concerned departments:</b></p> <ul style="list-style-type: none"> <li>- To cooperate with Corporate Claims Division / Retail Claims Division: <ul style="list-style-type: none"> <li>• to settle the claim smoothly for customers in compliance with the company's procedure;</li> <li>• to follow up any pending claim cases;</li> <li>• to organize risk/claim management seminars, risk survey at client's site</li> </ul> </li> <li>- To coordinate with Underwriting Division: <ul style="list-style-type: none"> <li>• to follow up with Business Processing Section for operation matters;</li> <li>• to work closely with Underwriting Section for quotation and coverage;</li> <li>• to cooperate with Loss Control Engineer to make risk survey at client's site.</li> </ul> </li> <li>- To coordinate with other Divisions for related tasks if any.</li> </ul> <p><b>5. Others:</b></p> <ul style="list-style-type: none"> <li>- To update the market trends directly influenced on MSIG's business activities;</li> <li>- To report any unusual problems if any;</li> <li>- To assist Line Management(s) in finishing related reports as well as some administrative assigned by MSIG Global Business Division;</li> <li>- To execute other office work as required by the Company.</li> <li>- Translate related documents if any</li> <li>- Other assigned task by Line Management(s)</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>- Corporate Direct Clients. and business partners</li> <li>- MSIG Vietnam's staff and other industry peers.</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>- To understand and act within delegated authority given by Line Management(s).</li> </ul>	<ul style="list-style-type: none"> <li>- At least 1-2-year working experience with Marketing position.</li> <li>- Marketing and sales background / experience is preferred.</li> </ul> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>- Achieve Results</li> <li>- Build a Sustainable Future</li> <li>- Communicate and Collaborate with Others</li> <li>- Drive Innovation and Manage Change</li> <li>- Empower Self and Others to Perform</li> <li>- Focus on Customers</li> <li>- Grow Capabilities</li> <li>- Have Ethics and Be Compliant</li> </ul>
---	--

Our company package includes but not limits to:

- 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.
- 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](http://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 **28 Feb 2023** to Email: [recruit@vn.msig-asia.com](mailto:recruit@vn.msig-asia.com)

Attn.: Human Resource Department, **MSIG Vietnam, 10th Floor, Corner Stone Building, No. 16, Phan Chu Trinh Street, Phan Chu Trinh Ward, Hoan Kiem District, 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.**