



## 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 / Retail Business Division – Call Center**

Contract Status: Permanent

Report to: Senior Manager

Location: Hochiminh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>1. <u>Client Service:</u></b></p> <ul style="list-style-type: none"><li>- Take customer inbound calls and provide accurate, satisfactory answers to their queries and concerns</li><li>- De-escalate situations involving dissatisfied customers, offering patient assistance and support</li><li>- Call clients and customers to inform them about the company's new products, services and policies</li><li>- Guide callers through troubleshooting, navigating the company site or using the products or services</li><li>- Review customer or client accounts, providing updates and information</li><li>- Train new employees and inform them about the company's customer management policies</li></ul> <p><b>2. <u>Business Administration:</u></b></p> <ul style="list-style-type: none"><li>- To report any unusual problems to direct management</li></ul> <p><b>3. <u>With concerned divisions/departments:</u></b></p> <ul style="list-style-type: none"><li>- To cooperate with Claims Divisions:<ul style="list-style-type: none"><li>• to answer client's queries in compliance with the company's procedure;</li><li>• to follow up any pending claim cases;</li></ul></li><li>- To coordinate with Digital Development Division<ul style="list-style-type: none"><li>• to follow up with client's request;</li></ul></li></ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"><li>- University/College Graduation</li><li>- Good at English</li></ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"><li>- At least 1 year working experience in Marketing, sales or admin position.</li></ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"><li>- Strong communication, both written and verbal</li><li>- Great active listening skills</li><li>- A patient and empathetic attitude</li><li>- Strong time management and organizational skills</li><li>- Adaptability and flexibility</li><li>- Comfortable working in fast-paced environments</li></ul>

<ul style="list-style-type: none"> <li>• to work closely with the Digital Business Development Division to update system;</li> <li>- To coordinate with other Divisions/Department for all related jobs or in closed coordination with other Divisions for special events organized by Company.</li> </ul> <p>4. <u>Others:</u></p> <ul style="list-style-type: none"> <li>• To update the market trends directly influenced the company's business activities;</li> <li>• To report any unusual problems if any;</li> <li>• To execute other office work as required by the Company.</li> </ul>	<ul style="list-style-type: none"> <li>- Troubleshooting skills</li> <li>- Computer literacy</li> <li>- Phone skills, including familiarity with complex or multi-line phone systems</li> <li>- In-depth knowledge of a company's products and/or services</li> </ul>
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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 **18<sup>th</sup> April 2025** 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.**