



## 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 (7-month contract) / Retail Business Division

Contract Status: Temporary

Report to: Senior Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>1. Business development:</b></p> <ul style="list-style-type: none"> <li>• Target new clients, act on new business opportunity, to bring Company's products to new clients and businesses</li> <li>• Report and analysis</li> </ul> <p><b>2. Client Service (CS):</b></p> <ul style="list-style-type: none"> <li>• To review renewal list for timely reminders to clients.</li> <li>• To request Business Processing Team to issue policy, endorsement.</li> <li>• To approach clients, sell insurance and take care of clients/banks.</li> <li>• To create, structure and manage paper, email files and other documentations in accordance with agreed processes and procedures of Retail Business Division.</li> <li>• To co-ordinate efforts of all Departments/ Divisions and work as intermediary on behalf of the Line Management(s).</li> <li>• To conduct non-life insurance seminars/trainings for banks.</li> <li>• To check insurance claims to solidify trust and safeguard reputation.</li> <li>• To conduct promotion activities for banks.</li> <li>• Other client service activities as assigned by Line Management(s).</li> </ul> <p><b>3. 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>4. Business Administration:</b></p> <ul style="list-style-type: none"> <li>• To report any unusual problems to Line Management(s).</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University Graduation</li> <li>• English fluency</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>• Have good knowledge of all insurance products and be able to explain to clients their coverage.</li> <li>• Be highly aware of requirement to be professional to provide high quality service to clients.</li> </ul>

<ul style="list-style-type: none"> <li>• To Interview potential/prospective clients to get data about their financial resources and discuss existing coverage for business estimation.</li> <li>• Monthly &amp; quarterly Gross Written Premium analysis report, expenses analysis report, Data checking.</li> <li>• Assist Line Management(s) in finishing Projection template report, estimated performance report and other reports assigned by Line Management(s).</li> </ul> <p><b>5. With concerned departments:</b></p> <ul style="list-style-type: none"> <li>• To cooperate with 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> </ul> </li> <li>• To follow up with Business Processing Division for operation matters.</li> <li>• To work closely with Underwriting Division for quotation, coverage, new product, product modification.</li> <li>• To coordinate with other Divisions/Departments for all related jobs, ensuring closed collaborations for special events organized by Company.</li> </ul> <p><b>6. Others:</b></p> <ul style="list-style-type: none"> <li>• To update the market trends directly influenced on 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> <li>• To review and control agreements with banks.</li> <li>• To coordinate with other Divisions/Departments for all related jobs or for special events organized by Company.</li> <li>• Other tasks as assigned by Line Management(s).</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical mindset and strong quantitative skills</li> <li>• Ability to work independently with less supervision.</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Fresh graduated is acceptable.</li> <li>• Marketing, business development and sales background is preferred.</li> </ul>
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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.
- 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> June 2026** 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, 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.**