



## 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.

MSIG Vietnam will market a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, motor and engineering.

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

### Executive (back) / South Division

Contract Status: **6-month contract**

Report to: Senior Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>PURPOSE:</b></p> <ul style="list-style-type: none"> <li>Attend to enquiries from Marketing</li> </ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>Administration &amp; related activities</li> </ul> <p><b>KEY OUTPUTS:</b></p> <p><b>1. Business Development:</b> Collaboration with Motor Dealer division to target new clients, take action on new business opportunity, to bring MSIG products to new clients and businesses</p> <p><b>2. Client Service:</b></p> <ul style="list-style-type: none"> <li>To issue insurance policies upon on receiving request from management level</li> <li>Other ad-hoc service on incur basis</li> </ul> <p><b>3. Outstanding/Unclear Premium:</b></p> <ul style="list-style-type: none"> <li>To remind partners/client the outstanding premium in according with current procedure</li> </ul> <p><b>4. Business Administration</b></p> <ul style="list-style-type: none"> <li>To collect and record signed contract / endorsement proposal in the client electric holder</li> </ul> <p><b>5. With concerned departments:</b></p> <ul style="list-style-type: none"> <li>To cooperate with 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 coordinate with Underwriting Division:               <ul style="list-style-type: none"> <li>to work closely with Underwriting Section for quotation and coverage;</li> <li>To coordinate with Business Processing Section for operation matters</li> <li>To coordinate with Digital Business Development and Branding team for automation process and branding activity</li> </ul> </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>Having service mind-set, positive energy</li> <li>Careful and detail-oriented</li> <li>Microsoft Office skills (Outlook, Word, Excel)</li> <li>Be highly aware of requirement to be professional to provide high quality service to clients</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>Marketing and sales background.</li> <li>Administration background</li> </ul> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>Applying Technical knowledge</li> <li>Being Ethical and Compliant</li> <li>Collaborative Relationships</li> <li>Communicating with impact</li> <li>Customer Focus</li> </ul>

<p>- To coordinate with HR and Admin Division and Finance &amp; Planning Division for all related jobs or in closed coordination with other departments for special events organized by Company</p> <p><b>6. Others:</b></p> <ul style="list-style-type: none"> <li>• To report any unusual problems to direct reporting line, if any.</li> <li>• To execute other office work as required by the Company</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>• Motor dealer client portfolio</li> <li>• MSIG VN'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 management level.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>• Turnover target</li> <li>• New business penetration ratio</li> <li>• Credit control</li> <li>• Collection and filling of confirmed contract/ endorsement proposals</li> <li>• Customer satisfaction</li> <li>• Other tasks assigned by reporting management level.</li> </ul>	<ul style="list-style-type: none"> <li>• Developing Self, Direct Reports &amp; Others</li> <li>• Driving Results</li> <li>• Managing Execution</li> <li>• Problem Solving</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 **20 October 2021** 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.**