



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:

Executive (Automobile In-house Adjuster) / Retail Claims Division

Contract Status: Permanent

Report to: Deputy Manager

Location: Hanoi or Hochiminh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
KEY OUTPUTS: <ul style="list-style-type: none">- To assist/handle motor claims as per the authority matrix.- To perform the loss adjusting assignment for proper claims settlement.- To join the required training courses to be delivered by on-the-job training sessions, or others as required.- To use and manage the E-Claim system and its related tasks/projects to well support the Automobile claims services.- To comply with the guidelines of the Claims Manual and compliance requirements.- To set appropriate reserves within the authorized limit and report to authorized persons as required.- To follow up outstanding claims information.- To maintain 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.- To conduct subrogation and salvage recovery in cases where applicable.- To take responsibility for in-house adjustment and handling hotline duty for the related Automobile claims.- To prepare Automobile claims analysis & reports as required by management.	QUALIFICATIONS: <ul style="list-style-type: none">- University / College graduation / last year student with major in Motor, Automobile or Mechanical Fields.- Good command of English; SKILLS/KNOWLEDGE: <ul style="list-style-type: none">- Effective inter-personal exchange skills- Influencing skills- Analytical and synthetical ability. EXPERIENCE: <ul style="list-style-type: none">- 2 years of working experience in related fields

<ul style="list-style-type: none"> - Manage and work with Merimen and dealers in the network to ensure good services to the clients. - Support managers to monitor dealer's performance and loss control activities for the related Automobile projects. - To execute other office tasks as required by the Company. <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> - Intermediaries and clients. - The company's staff and peers. - Industry peers. <p>DECISION MAKING AUTHORITY:</p> <ul style="list-style-type: none"> - To understand and act within the delegated authority given by line management <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> - Customer satisfaction. - Salvage and Subrogation recoveries, adequate loss reserving and proper claim settlement. - Incurred claims ratio and Claims processing turnaround time. - Other Key Performance Indicators as agreed. 	
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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

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 **10th July 2025** to Email: 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.