



## 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 (front – Japanese speaking) / South Division**

Contract Status: Permanent

Report to: Manager

Location: Hochiminh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>KEY OUTPUTS:</b></p> <p><u>1. Business development:</u></p> <ul style="list-style-type: none"> <li>- Target new clients, proactively plan and take action on new business opportunity, to bring Company’s products to new clients and businesses.</li> </ul> <p><u>2. Client Service:</u></p> <ul style="list-style-type: none"> <li>- To review renewal list for timely reminders to clients</li> <li>- To offer quotations for clients</li> <li>- To coordinate with back staff to get insurance policies</li> <li>- To look for new clients, new partnerships, 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>- To coordinate risk management seminars for existing clients</li> <li>- To access the risk reasonably at clients’ site as basic for offering quotation, together with the help of technical division to execute risk survey at clients’ sites.</li> <li>- To attend client enquiries.</li> <li>- Other ad-hoc service on incur basis.</li> </ul> <p><u>3. Outstanding/Unclear Premium:</u></p>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University or College Graduation</li> <li>• Japanese and English fluency.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Strong marketing sense.</li> <li>• Clearly understand working procedure and flow chart.</li> <li>• Well, know all insurance products and be able to explain to clients their coverage.</li> <li>• Be highly aware of requirement to be professional to</li> </ul>

<ul style="list-style-type: none"> <li>- To collaborate with back staff or assigned PIC of Outstanding report in order to ensure premium collecting fully and timely</li> </ul> <p><b>4. <u>Business Administration:</u></b></p> <ul style="list-style-type: none"> <li>- To report any unusual problems to managers.</li> </ul> <p><b>5. <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 settle the claim smoothly for customers as the company's procedures.</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 work closely with Underwriting Division for quotation and coverage.</li> <li>• to cooperate with Loss Control Engineers to make risk survey at client's site.</li> </ul> </li> <li>- To coordinate with Business Processing Division for operation matters.</li> <li>- To coordinate related Division / Department for all related jobs.</li> <li>- To coordinate with Head Office for the possibility of new business, potential business and existing client's business (if any)</li> </ul> <p><b>6. <u>Others:</u></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 works as required by the Company.</li> </ul>	<p>provide high quality service to clients.</p> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• At least, 2 years of experience in sales/marketing activities, experience in non-life Insurance sales is preferable;</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 Golden healthcare insurance package including health and accident insurance in addition to basic insurances regulated by the Labor Code to 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.msiq.com.vn](http://www.msiq.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 **31<sup>st</sup> May, 2024** 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.**