

## 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 (HR – 7-months contract) / Human Resources and Administration Division

Contract Status: Temporary

Report to: General Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<b>KEY OUTPUTS:</b> <b>1. Recruitment</b> <ul style="list-style-type: none"> <li>Handle related tasks in recruitment procedure: Receiving recruitment request, Job posting; Organize and perform test/interview, reference checks, coordinate with related parties for settling recruitment works at timely manner;</li> <li>Document and file all related documents related to recruitment of a position;</li> <li>Support to prepare and follow up offer letter;</li> <li>Prepare and follow up joining formalities for newcomers (coordinate with related Divisions, collect personal dossiers); Update organization chart;</li> </ul> <b>2. Training:</b> <ul style="list-style-type: none"> <li>Support to prepare logistics for various training courses and collect training reports;</li> <li>Follow up training courses: application/registration, payment, training materials, certificate, reports, and training agreement;</li> <li>Support to contact with training suppliers for related courses' information and update to concerned parties;</li> </ul> <b>3. Other tasks:</b> <ul style="list-style-type: none"> <li>Support inputting data of candidate into Masterfile;</li> <li>Support in record and update personnel database</li> <li>Support in maintain personnel files in both hardcopies and soft copies</li> </ul>	<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>University Graduation</li> <li>English fluency is preferred.</li> </ul> <b>SKILLS/KNOWLEDGE:</b> <ul style="list-style-type: none"> <li>Communication skills</li> <li>Interpersonal skills</li> <li>Multitasking skills</li> <li>Time management skills</li> </ul> <b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>Eager to learn and gain new experience.</li> <li>Working experience in HR (Recruitment field) for foreign or headhunt companies is preferred but not a must.</li> </ul>

<ul style="list-style-type: none"> <li>• Support work permit procedures for foreign employees;</li> <li>• Assist to coordinate with HR and Admin to organize Company's big events;</li> <li>• HR administration works as assigned;</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>• Internal Division/ Department/employees</li> <li>• Training conductors</li> <li>• Head hunters</li> <li>• HR consultancy Companies</li> <li>• Authorities.</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>• To understand and act within delegated authority of General Manager.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>• Timely reports.</li> <li>• Integrity</li> <li>• Compliance.</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 **11 January 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.**