



## 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) / North Division

Contract Status: Permanent

Report to: Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>OVERALL RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>○ Support Front staff in daily works</li> </ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>○ All classes of insurance business in Vietnam</li> </ul> <p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"> <li>○ Quotation</li> <li>○ Policy</li> <li>○ Outstanding Premium</li> </ul> <p><b>KEY OUTPUTS:</b></p> <p><u>1. Support Front Marketing staff:</u></p> <ul style="list-style-type: none"> <li>● Quotation preparation</li> <li>● Deal with Business Processing &amp; accounting for Policy &amp; Invoice issuance</li> <li>● Send document to client &amp; follow up</li> <li>● Document filling</li> <li>● Premium collection</li> <li>● Other tasks that may be assigned by Marketing Manager</li> </ul> <p><u>2. Co-ordination with other Divisions:</u></p> <ul style="list-style-type: none"> <li>● Cooperate with Business Processing for policy issuance</li> <li>● Cooperate with Accounting for invoice issuance &amp; outstanding premium</li> <li>● Cooperate with Claim for claim process</li> </ul> <p><u>3. Reports</u></p> <ul style="list-style-type: none"> <li>● Outstanding premium report management</li> <li>● Loss Ratio report management</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>● University or College Graduation.</li> <li>● English fluency.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>● Strong service minded.</li> <li>● Understand working procedure &amp; flow chart.</li> <li>● Be highly aware of requirement to be professional to provide high quality service to clients.</li> <li>● Communication skills</li> </ul> <p><b>EXPERIENCE:</b></p> <p>At least 2 years’ experience in related field.</p> <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> </ul>

<ul style="list-style-type: none"> <li>• Timely prepare other periodic reports as required by front Marketing staff</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>• Quotation</li> <li>• Policy &amp; Invoice</li> <li>• Outstanding premium</li> <li>• Filling</li> </ul>	<ul style="list-style-type: none"> <li>• Communicating with impact</li> <li>• Customer Focus</li> <li>• Developing Self, Direct reports and 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 **01 February 2022** 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.**