



## 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 (back) / South Division

Contract Status: Permanent

Report to: Senior Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>1. Business Development:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with Front staff to support new business initiatives.</li> <li>• Assist in identifying potential business opportunities and facilitating administrative processes to onboard new clients.</li> <li>• Ensure timely and accurate preparation of required documents to support business growth.</li> </ul> <p><b>2. Client Service &amp; Policy Administration</b> Upon assignment and guidance from the reporting line manager:</p> <ul style="list-style-type: none"> <li>• Review renewal lists and provide timely reminders to Front Office staff and/or clients.</li> <li>• Prepare quotations based on instructions from Front Office staff and management.</li> <li>• Support issuance of quotations and insurance policies in compliance with internal procedures.</li> <li>• Coordinate arrangements for risk surveys at client sites with relevant stakeholders.</li> <li>• Handle client enquiries in a timely and professional manner.</li> <li>• Provide other ad-hoc administrative and service support as required.</li> </ul> <p><b>3. Premium Monitoring &amp; Credit Control</b></p> <ul style="list-style-type: none"> <li>• Monitor and follow up on outstanding or unclear premiums in accordance with company procedures.</li> <li>• Coordinate with Front staff and/or clients to ensure timely premium collection.</li> <li>• Escalate overdue or irregular cases to the reporting line where necessary.</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University/College Graduation.</li> <li>• 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 &amp; 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 provide high quality service to clients.</li> </ul>

<p><b>4. Business Administration &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Collect and maintain original confirmed quotations and endorsement documents, ensuring proper filing in line with internal checklists and audit requirements.</li> <li>• Ensure all documentation is complete, accurate, and traceable for compliance and audit purposes.</li> </ul> <p><b>5. Cross-functional Coordination:</b> Coordinate effectively with internal and external stakeholders to ensure smooth operations:</p> <ul style="list-style-type: none"> <li>• Claims Divisions (Corporate &amp; Retail) <ul style="list-style-type: none"> <li>○ Support claim settlement processes to ensure compliance with company procedures.</li> <li>○ Follow up on pending claim cases to support timely resolution.</li> </ul> </li> <li>• Underwriting Division <ul style="list-style-type: none"> <li>○ Work closely to prepare quotations and clarify coverage.</li> <li>○ Coordinate with Risk surveyors.</li> </ul> </li> <li>• Business Processing Division <ul style="list-style-type: none"> <li>○ Coordinate operational matters to ensure timely and accurate processing</li> </ul> </li> <li>• To coordinate with other Divisions/Departments for all related jobs or for special events organized by Company.</li> </ul> <p><b>6. Reporting &amp; Other Duties</b></p> <ul style="list-style-type: none"> <li>• Report any unusual issues, risks, or operational concerns to the reporting line promptly</li> <li>• Perform other duties and office tasks assigned by managers and the Company.</li> </ul>	<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• At least 2 years of experience, previous experience in non-life insurance is preferred.</li> <li>• Have marketing and sales background is a plus.</li> <li>• Have administration background is a plus.</li> </ul>
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Our company’s package includes, but is not limited to, the benefits outlined below. Specific benefits will be provided in line with applicable company policies.

- 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 **8<sup>th</sup> July 2026** 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, Cua Nam Ward, 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.**