



## 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 (front) / North Division

Contract Status: Permanent

Report to: Manager

Location: Hai Phong

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>○ Achieve budget of the Division</li> <li>○ Service all assigned Company’s clients</li> <li>○ Develop new clients</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>○ GWP,</li> <li>○ Loss ratio</li> </ul> <p><b>KEY OUTPUTS:</b></p> <p>1. <u>Client services (For clients assigned by Division leader)</u></p> <ul style="list-style-type: none"> <li>● Timely renew insurance policies, strictly following Renewal Guideline of the Division</li> <li>● Follow up client’s growth &amp; requirements</li> <li>● Design insurance program matching with client’s requirement</li> <li>● Negotiate terms &amp; conditions with clients</li> <li>● Keep &amp; develop the relationship with clients</li> <li>● Conduct Insurance seminars for both current and potential clients (explain the cover of insurance policy and claim procedure)</li> <li>● Arrange risk surveys</li> <li>● Provide consulting services to clients</li> <li>● Explore new clients</li> </ul> <p>2. <u>Business Administration:</u></p> <ul style="list-style-type: none"> <li>● Assist supervisors to handle client services</li> <li>● Prepare and submit the Quotations to clients as per Division’s Guidelines</li> <li>● Check the policies issued by Business Processing</li> <li>● Plan client meeting schedules</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>● University Graduation.</li> <li>● English fluency and / or Japanese fluency.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>● Strong marketing sense.</li> <li>● Understand working procedure &amp; flow chart.</li> <li>● Know insurance products</li> <li>● Be highly aware of requirement to be professional to provide high quality service to clients.</li> <li>● Presentation &amp; negotiation skills</li> </ul> <p><b>EXPERIENCE:</b></p> <p>2 years of experience in related field is preferred.</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> <li>● Communicating with impact</li> </ul>

<ul style="list-style-type: none"> <li>• Strictly follow up Premium Collection</li> </ul> <p>3. <u>Co-ordination with other Divisions:</u></p> <ul style="list-style-type: none"> <li>• Cooperate with Claim staff for claim matters of assigned clients</li> <li>• Cooperate with Underwriting division for daily works as well as arising matters related to policy issuance, underwriting information &amp; survey schedule</li> <li>• Cooperate with Accounting Section for Premium collection</li> </ul> <p>4. <u>Reports</u></p> <ul style="list-style-type: none"> <li>• Timely prepare periodic reports as required by the Deputy Manager</li> </ul> <p>5. <u>Other office work as required by the Company</u></p> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>• GWP</li> <li>• Renewal ratio</li> <li>• Loss Ratio</li> <li>• OS premium</li> </ul>	<ul style="list-style-type: none"> <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>
---	--

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 **06 October 2021** 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.**