



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) / South Division

Contract Status: Permanent

Report to: Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><u>1. Business development:</u></p> <ul style="list-style-type: none">- Target new clients through broker, proactively plan and take action on new business opportunity, to bring Company's products to new clients and businesses.- Taking good care of client's portfolio assigned by the managers and propose new insurance line to client to maximize the business opportunity. <p><u>2. Client Service:</u></p> <ul style="list-style-type: none">- To review renewal list for timely reminders to clients- To offer quotations for clients- To coordinate with back staff to get insurance policies- To look for new clients, new agents, approaching clients, selling insurance, and taking care of clients- To conduct non-life insurance seminars for both current and potential clients (explain the cover of insurance policy and claim procedure)	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none">- University or college graduation.- English fluency. Japanese is preferable <p>EXPERIENCE:</p> <ul style="list-style-type: none">- At least 2-year marketing and sales experience. Experience in non-life Insurance field is preferred. <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none">- Strong marketing sense.

<ul style="list-style-type: none"> - To coordinate risk management seminars for existing clients - 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. - To attend client enquiries. - Other ad-hoc service on incur basis. <p>3. <u>Outstanding/Unclear Premium:</u></p> <ul style="list-style-type: none"> - To collaborate with back staff or assigned person in charge of Outstanding Report in order to ensure premium collecting fully and timely <p>4. <u>Business Administration:</u></p> <ul style="list-style-type: none"> - To report any unusual problems to managers. <p>5. To coordinate related Divisions / Department for all related jobs.</p> <p>6. <u>Others tasks as assigned by line management</u></p>	<ul style="list-style-type: none"> - Clearly understand working procedure and flow chart. - Know well all insurance products and be able to explain to clients their coverage. - Be highly aware of requirement to be professional to provide high quality service to clients.
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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

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 **22nd May 2025** to Email: 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.