



## 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) / South Division

Contract Status: Permanent

Report to: Deputy Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>PURPOSE:</b></p> <ul style="list-style-type: none"> <li>• Achieve Company’s turnover target.</li> <li>• Service all assigned Company’s clients</li> <li>• Attend to enquiries from Company’s clients on new business, renewal and provide prompt and efficient service to all clients.</li> <li>• To develop new business.</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>KEY OUTPUTS:</b></p> <p><u>1. Business development:</u> Target new clients, proactively plan and take action on new business opportunity, to bring MSIG products to new clients and businesses</p> <p><u>2. Client Service:</u></p> <ul style="list-style-type: none"> <li>- To review renewal list for timely reminders to clients</li> <li>- To offer quotations to clients</li> <li>- To coordinate with back staff to get insurance policies</li> <li>- To look for new clients, approaching clients, selling insurance and taking care of clients</li> <li>- To conduct non-life insurance seminars for both current and potential clients (explain the cover of insurance policy and claim procedure)</li> <li>- To coordinate risk management seminars for existing clients</li> <li>- To access the risk reasonably at clients’ site as basic for offering quotation, together with co-operation of Underwriting Division to execute risk survey at clients’ sites.</li> <li>- To attend client’s enquiries.</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University Graduation or College Graduation</li> <li>• English fluency.</li> <li>• Japanese fluency: N1.</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>• Having experience in non-life insurance and be able to explain the insurance product coverage to clients is preferable;</li> <li>• Be highly aware of requirement to be professional to provide high quality service to clients.</li> </ul> <p><b>EXPERIENCE:</b> At least 2 years of related fields, in which experience</p>

<p>3. <u>Outstanding/Unclear Premium:</u>  - To collaborate with back staff or assigned person in charge of Outstanding Report in order to ensure premium collecting fully and timely</p> <p>4. <u>Business Administration:</u>  - To report any unusual problems to managers.</p> <p>5. <u>With concerned departments:</u></p> <ul style="list-style-type: none"> <li>• To cooperate with Claims Division: <ul style="list-style-type: none"> <li>- to settle the claim smoothly for customers in compliance with the company's procedure.</li> <li>- to follow up any pending claim cases.</li> </ul> </li> <li>• To cooperate with related Divisions: <ul style="list-style-type: none"> <li>• To organize risk/claim management seminars.</li> <li>• To coordinate with Underwriting Division: <ul style="list-style-type: none"> <li>- to work closely with Underwriting Division for quotation and coverage.</li> <li>- to cooperate with Risk Survey team to make risk survey at client's site.</li> </ul> </li> <li>• To coordinate with Business Processing Division for operation matters.</li> <li>• To coordinate with other Marketing divisions to fulfil the assigned job by managers.</li> <li>• To co-operate with other divisions in the company for all related jobs or in closed coordination with other departments for events organized by Company.</li> <li>• To coordinate with MSIG Group Companies for the possibility of new business, potential business and existing clients' business (if any).</li> </ul> </li> </ul> <p>6. <u>Others:</u></p> <ul style="list-style-type: none"> <li>• To update the market trends directly influence on MSIG's business activities.</li> <li>• To report any unusual problems (if any).</li> <li>• To execute other office works as required by the Company.</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>• Assigned client portfolio.</li> <li>• MSIG Vietnam's staff and other industry peers.</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>• To understand and act within delegated authority given by managers.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>• Gross Written Premium, Net Underwriting Premiums, Loss ratio</li> <li>• Turnover target</li> <li>• Diversified business channel, i.e. promoting digital portfolio</li> <li>• Retention ratio</li> <li>• Innovation</li> <li>• Credit control</li> <li>• Customer satisfaction</li> </ul>	<p>in marketing activities of Non-life Insurance Sales is preferable</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> <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 **15 January 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.**