



## 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 / Business Processing Division

Contract Status: Permanent

Report to: Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<b>KEY OUTPUTS:</b> <b>Operation and Process</b> <ul style="list-style-type: none"><li>- To use computer to enter, process and record new insurance policies. Calculate premiums, refunds, commissions, adjustments, using insurance rate standards</li><li>- To modify, update, and process existing policies to reflect any change in beneficiary, amount of coverage, or type of insurance.</li><li>- To review and verify data, such as age, name, address, and principal sum and value of property on insurance applications and policies..</li><li>- To examine letters from policyholders or agents, original insurance applications, and other company documents to determine if changes are needed and effects of changes.</li><li>- To verify calculating premiums, refunds, commissions, adjustments, terms in quotation</li><li>- To perform Treaties Reinsurance disposal arrangement and accumulation code creation &amp; modification within the delegated authority given by Reinsurance Division.</li><li>- Policy documents distribution</li><li>- To organize and work with detailed office or warehouse records, maintaining files for each policyholder, including policies that are to be reinstated or cancelled</li><li>- Allocations works as assigned by Manager</li></ul>	<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"><li>- University / College Graduation</li><li>- Good at English</li></ul> <b>SKILLS/KNOWLEDGE:</b> <ul style="list-style-type: none"><li>- General knowledge of insurance, products, insurance contracts, funding, and rating</li><li>- Effective communication skills</li><li>- Team player</li><li>- Attention to details</li><li>- Organized</li><li>- Good coordination</li><li>- Relationship building</li><li>- Good time management</li><li>- Proficient in MS office, basic knowledge of database and applications.</li><li>- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms,</li></ul>

<p><b>Management, Communication and reporting</b></p> <ul style="list-style-type: none"> <li>- To report routine works to Manager and/or major issues of areas involved.</li> <li>- To monitor error rate, timeline, productivity that assigned.</li> <li>- Corresponding with Accounting Division and Reinsurance Division of premium posted, cancelled, or added and Fac-out Reinsurance.</li> <li>- Other works assigned by Manager to contribute to the general success in performance of Business Processing Division</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>- MSIG VN's Internal Divisions/Departments</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>- To understand and act within the delegated authority given by Manager.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>- Accuracy, promptness and balancing and compliance with service qualities</li> <li>- Achievement of Section's action plan.</li> <li>- No of improvements/suggestions within a year</li> </ul>	<p>and other office procedures and terminology.</p> <p><b>EXPERIENCE:</b></p> <p>At least 2 years of experience or similar work</p> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>- Achieve Results</li> <li>- Build a Sustainable Future</li> <li>- Communicate and Collaborate with Others</li> <li>- Drive Innovation and Manage Change</li> <li>- Empower Self and Others to Perform</li> <li>- Focus on Customers</li> <li>- Grow Capabilities</li> <li>- Have Ethics and Be Compliant</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<sup>th</sup> April 2023** 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.**