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:

Intern / Global Business Division

Contract Status: Temporary Report to: Deputy Manager Location: Hochiminh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
• Support to prepare quotations/insurance contracts and send them to clients • Synthesize and make payments to clients • Help maintain and organize client records • Report unusual issues (if any) • Perform other administrative tasks as required by line management • To coordinate with other Divisions/Department for all related jobs	**QUALIFICATIONS:** • 3rd or 4th year university students, or fresh graduates. • Able to communicate in English. Chinese speaking is preferred. **SKILLS/KNOWLEDGE:** • Analytical Thinking & Attention to Detail. • Basic Understanding of Risk & Compliance Concepts • MS Office skills (Word, Excel, PowerPoint) **EXPERIENCE:** • No experience is required

Benefits will be provided in line with applicable company policies.

Details of job description and selection requirements of this position are posted at www.msiq.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 **17th November 2026** to Email: recruit@vn.msiq-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.