



INTERNSHIP PROGRAM

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 was 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 is flexible in responding to challenges from evolving market conditions.

In **Internship Program 2026 – Phase 1**, **MSIG Vietnam** is seeking for several exciting intern positions across various divisions. Detailed Job Descriptions (JDs) and specific requirements for each role can be found on the table below:

Division	Working Location	NEED TO DO	NEED TO KNOW
I. Business Processing Division	Hanoi	- Handling simple line of processing policy such as Compulsory Motor Certificates, E-cargo certificate - Support other staff in printing and bidding insurance books - Other tasks as assigned by line management	QUALIFICATIONS: 3rd or 4th year university students, or fresh graduates - English fluency. - Chinese is plus for Global Business Division SKILLS/KNOWLEDGE: - Comfortable interacting with internal teams and external partners - Willingness to learn and collaborate with cross-functional teams. - Good at Microsoft Office, especially Excel. - Analytical Thinking & Attention to Detail. - Ability to analyze data, prepare reports.
II. Global Business Division	Ho Chi Minh City	- 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	
III. Human Resource and Administration Division	Hanoi	- Assist with document handling and filing, including courier service. - Support handling telephone calls, including internal and external inquiries. - Support logistics for meetings and internal events. - Support to coordinate with vendors and service providers. - Help monitor office supplies and facility requests. - Perform basic data entry and administrative reporting. - Support internal communication and cross-department coordination.	

IV. Retail Business Division	Hanoi	• Assist in preparing sales performance reports. • Support coordination with banks/partners for campaign rollouts. • Help monitor and report on campaigns. • Assist in processing and checking documentation for policy issuance or claims. • Help maintain and update internal databases (e.g., customer lists, training records). • Support ad-hoc requests from the team	EXPERIENCE: • No experience is required
V. Risk Management Division	Hanoi	• Support senior staff on Information Security/Cyber Security tasks: user awareness training (prepare and share IS/CS news, tips, reminders...) • Review of Information Security Questionnaire • Other tasks as assigned by line management	

Details of job description and selection requirements of these intern positions are posted at www.msig.com.vn
Starting date: From January 2026

How to Apply: Send your **CV application** to email: recruitment@vn.msig-asia.com

✉ Subject: Internship Program 2026 Application – [Division’s Name] – [Preferred Starting Time]

📌 Deadline: **November 30, 2025**

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.