



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 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 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:

Senior Executive (front) / Business Design Division

Contract Status: Permanent

Report to: General Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>KEY TASKS:</p> <p>1. Develop partnership business distribution channels:</p> <ul style="list-style-type: none"> - Formulate & drive the strategy partnership business development; - Identify strategic partnership, infrastructure, tools and technology requirements; - Build up and follow up partnership distribution channels, including integration, Business to Business (B2B), Business to Consumer (B2C), Business to Business to Consumer (B2B2C), and other E-commerce models and applications with partners including but not limited to banks, airlines, tour operators, visa application agents, ecosystem partners, Insurtech companies, etc.; - Negotiate and execute partnership contracts and ensure compliance of all parties including key baseline materials such as guidelines, templates and checklists for partnerships; - Proactively initiate and coordinate with business partners in identifying, implementing, evaluating, identifying and meeting business opportunities and their needs. <p>2. Co-ordination with other Divisions/functions:</p> <ul style="list-style-type: none"> - Lead and work with related parties and different sources to ensure financial and strategic planning is met for all business partners; - Closely co-ordinate with other Marketing Divisions & Lead for the efficient implementation of partnership contract; 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • University/college graduation, majoring in marketing or public relations is preferable. • English fluency. <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • At least 3 years’ experience in partnership or business development role in the finance industry or other related industry; • Equivalent experience in non-life insurance field is preferred. <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> • Good knowledge of E-commerce, digital field; • Strong sale orientation: Sales campaigns, Sales management; Customer

<ul style="list-style-type: none"> - Work with Underwriting Division, Claims Divisions, Marketing Divisions to design new products and/or enhance existing products; - Work with Digital Business Development Division for the digital solution required by each business partner. <p>3. Planning & organization:</p> <ul style="list-style-type: none"> - Drive the achievement of business plan as assigned; - Set up & implementation of guideline for the operation of the function; - Manage and control day-to-day administrative operation of the function; - Coach, train & support new staff (if any). <p>4. Report:</p> <ul style="list-style-type: none"> - Evaluate partnership and campaign performances with statistic reports; - Timely complete other reports as required by line manager; - Other project management works as assigned by line manager. <p>5. Other office works as required by the Company</p>	<p>relationship management, etc.;</p> <ul style="list-style-type: none"> • Strong communication & negotiation skills; • Digital savvy, good analytical and administrative skills; • Strong teamwork and cooperation spirit; • People management skills.
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Our company's package includes, but is not limited to, the benefits outlined below. Specific benefits will be provided in line with applicable company policies.

- 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. Specific benefits will be provided based on applicable company policy
- 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 **12th March 2026** to Email: recruit@vn.msig-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.