



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:

Senior Executive / Corporate Claims Division

Contract Status: Permanent

Report to: Manager

Location: Ha Noi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>KEY OUTPUTS:</p> <ul style="list-style-type: none"> • Handle and manage Marine cargo claims (Agency claims and claims under Company’s policies), Protection and Indemnity (P&I) claims, Bailees liability claims & Cargo indemnity claims. • Handle and manage Workmen Compensation Insurance (WCI) claims, Personal Accident claims, Travel Insurance claims. • Handle other kinds of claims as assigned. • To set appropriate reserves and effect claim payments within the authorized limit and report to authorized persons as required. • To manage and handle the subrogation recovery cases. • To handle the coinsurance & reinsurance claims (inward, outward). • To deliver necessary training sessions to subordinates. • To deliver necessary training sessions and seminar to the clients. • To be responsible for claims management and loss control activities as required by the Company. • To comply with the guidelines of the Claims Manual and compliance requirements. • To follow up outstanding claims information and negotiate with claimants for settling of the claims. 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • University graduated; • Good command of English; • Relevant laws and regulations; • Insurance knowledge <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> • Effective inter-personal exchange skills is required to create and expand partnership with internal and external customers as well as to influence the way the business

<ul style="list-style-type: none"> • To keep a good communication with customers (internal and external) to achieve greater customer satisfaction claims services. • To observe accuracy, completeness and timeliness when carrying out daily responsibilities. • To use and manage the software systems and its related tasks/projects. • To prepare reports, statistics for relevant internal meetings. • To execute other office tasks as required by the Company. <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> • Customer Satisfaction; • Salvage & Subrogation recoveries, adequate loss reserving and proper claim settlement; • Incurred claims ratio & Claims processing turnaround time; • Other KPIs as agreed. 	<p>partners think, feel or behave.</p> <ul style="list-style-type: none"> • Analytical and synthetically ability. <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • At least 3 years of experience in Insurance Sector. • Experience in handling and managing marine claims and personal claims.
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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

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 **25 August 2023** to Email: 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.