



## 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 / Reinsurance Division

Contract Status: Permanent

Report to: Deputy Manager

Location: Ha Noi

Brief description of the duties and responsibilities:

| NEED TO DO  | NEED TO KNOW   |
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| <p><b>KEY OUTPUTS:</b></p> <ul style="list-style-type: none"> <li>• Review quotation from Marketing/Underwriting and arrange adequate capacity to ensure proper RI protection.</li> <li>• Do facultative outward placement and follow up.</li> <li>• Do facultative inward acceptance and follow up.</li> <li>• Work with Treaty Leader on special acceptance for the risk if required.</li> <li>• Manage the list of Claim Recovery to coordinate and follow up with Accounting &amp; Finance Division to make payment/offset timely.</li> <li>• Prepare RI frequent reports, renewal reports.</li> <li>• Make RI worksheet/disposal for policies when requested</li> <li>• Work with Reinsurers/Brokers on RI renewal (Treaty and Facultative)</li> <li>• Coach and supervise subordinates on RI processing.</li> <li>• Review manual guideline as assigned by line manager.</li> <li>• Involve in enhancements to improve daily tasks.</li> <li>• Execute other works as assigned by line managements or the company.</li> </ul> | <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University / College graduation</li> <li>• English fluency.</li> <li>• Professional insurance qualification is preferred.</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• At least 3 years of working experience.</li> <li>• At least 3 years on working for property/casualty underwriting RI or related job is preferred.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Adequate knowledge of insurance, products, insurance contracts, clauses.</li> <li>• Effective interpersonal skills need to create and expand</li> </ul> |

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| <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>• Reinsurers/Brokers/Insurers</li> <li>• Company's staffs and other industry peers.</li> <li>• Regional Company</li> <li>• Head Office</li> </ul> | <p>partnerships with internal and external customers as well as to influence the way business partners think, feel, or behave.</p> <ul style="list-style-type: none"> <li>• Have good knowledge about type and method of reinsurance, priority for experience of RI Facultative placement experience and/or Treaty handling.</li> <li>• Careful and detail-oriented</li> <li>• Advance in Microsoft Office skills (Outlook, Word, Excel)</li> </ul> |
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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.
- 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 **30<sup>th</sup> June 2026** 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, 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.**