



## 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.

MSIG Vietnam will market a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, motor and engineering.

**MSIG Vietnam** is seeking to recruit a well-qualified Vietnamese citizen with competitive compensation and benefits for opening position:

**Position:** Assistant Executive

**Division:** Human Resource and Administration Division - Administration (HCMC Branch) – Supporting team

Contract Status: Permanent

Report to: Deputy Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>PURPOSE:</b></p> <ul style="list-style-type: none"> <li>- Support Marketing (MKT) Divisions in HCMC branch for related Business Processing (BP) tasks following timeline that MKT requests BP.</li> </ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>- MSIG Vietnam</li> </ul> <p><b>DIMENSIONS:</b></p> <p>Number of offices: 02</p> <p><b>KEY OUTPUTS:</b></p> <ol style="list-style-type: none"> <li>1. Collect Insurance Policy/Endorsement/Debit Note/Wordings from printers as allocated;</li> <li>2. Print insurance certificate/ Vietnamese policy as prepared by Business Processing team;</li> <li>3. Print cover page for insurance policy as template;</li> <li>4. Arrange chop General Director’s signature stamp on the documents as authorized;</li> <li>5. Deliver Debit Note to Accounting team for VAT invoice issuance and printing (if requested)</li> <li>6. Bind the documents and return full requested documents to Marketing requestor.</li> <li>7. Other works as assigned by line managements or the Company.</li> </ol> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>- Administration team, Accounting Division and Marketing Divisions in HCMC Branch;</li> <li>- Business Processing team;</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>- College or University graduation;</li> <li>- English at intermediate level.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>- Service-oriented mindset;</li> <li>- Careful, hardworking, detailed focused.</li> </ul> <p><b>EXPERIENCE:</b></p> <p>Not required</p> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Applying Technical knowledge</li> <li>• Being Ethical and Compliant</li> <li>• Collaborative Relationships</li> <li>• Communicating with impact</li> <li>• Customer Focus</li> <li>• Developing Self, Direct reports and Others</li> </ul>

<p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>- To understand and act within delegated authority of line manager and division leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Driving Results</li> <li>• Managing Execution</li> <li>• Problem Solving</li> </ul>
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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](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 **20 January 2021** 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, 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.**