



## 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 and Hung Yen 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:

### **Intern (Business Processing) / Reinsurance, Business Processing and Risk Management Division**

Contract Status: Service Contract

Report to: Manager

Location: Hanoi

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>- Assist Manager in managing policy processing.</li></ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"><li>- Assist Manager in operation of Business Processing Section in MSIG VN for all classes of insurance products</li></ul> <p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"><li>- Customer satisfaction</li><li>- Staff development</li></ul> <p><b>KEY OUTPUTS:</b></p> <ul style="list-style-type: none"><li>- Use computer to enter, process and record new insurance policies. Calculate premiums, refunds, commissions, adjustments, using insurance rate standards</li><li>- Modify, update, and process existing policies to reflect any change in beneficiary, amount of coverage, or type of insurance.</li><li>- Review and verify data, such as age, name, address, and principal sum and value of property on insurance applications and policies.</li><li>- Organize and work with detailed office or warehouse records, maintaining files for each policyholder, including policies that are to be reinstated or cancelled.</li><li>- Examine letters from policyholders or agents, original insurance applications, and other company documents to determine if changes are needed and effects of changes.</li><li>- Provide on-job training to new staff if assigned.</li><li>- Report routine works to Manager when required.</li></ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"><li>• University Graduation</li><li>• Good at English</li></ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"><li>- General knowledge of insurance, products, insurance contracts, funding and rating</li><li>- Effective communication skills</li><li>- Team player</li><li>- Attention to details</li><li>- Organized</li><li>- Good coordination</li><li>- Relationship building</li><li>- Good time management</li><li>- Proficient in MS office, basic knowledge of database and applications.</li><li>- Knowledge of administrative and clerical procedures and systems such as word processing,</li></ul>

<ul style="list-style-type: none"> <li>- Other works assigned by Manager in order to contribute to the general success in performance of Business Processing section</li> <li>- Policy documents distribution</li> <li>- Treaties Reinsurance disposal arrangement and accumulation code creation &amp; modification within the delegated authority given by Deputy General Manager.</li> <li>- To verify calculating premiums, refunds, commissions, adjustments, terms in quotation</li> <li>- To monitor error rate, time line, productivity that assigned.</li> <li>- Corresponding with Accounting and Reinsurance of premium posted, cancelled or added and with Underwriting Division about Fac Reinsurance.</li> <li>- Allocations works as assigned by Manager.</li> <li>- Others as assigned by Manager.</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>- Internal customers</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>- To understand and act within the delegated authority given by Manager.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>- Accuracy, promptness and balancing and compliance with service qualities</li> <li>- Achievement of Section's action plan.</li> <li>- No of improvements/suggestions within a year</li> </ul>	<p>managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.</p> <p><b>EXPERIENCE:</b> Nil</p> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Decision making</li> <li>• Influencing and networking</li> <li>• Customer oriented</li> <li>• Delivery of service and quality</li> <li>• Keen and fast learner</li> </ul>
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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 June 2019** to Email: [recruit@vn.msig-asia.com](mailto:recruit@vn.msig-asia.com)

Attn.: Human Resources Division, **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.**