



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 the following position:

Executive (back) / South Division

Contract Status: Permanent

Report to: Deputy Manager

Location: Ho Chi Minh City based

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>PURPOSE:</p> <ul style="list-style-type: none"> • Achieve Company’s turnover target. • Service all assigned Company’s clients • Attend to enquiries from Company’s clients on new business, renewal and provide prompt and efficient service to all clients. • To develop new business. <p>CONTEXT:</p> <ul style="list-style-type: none"> • All classes of insurance business in Vietnam <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • GWP, UW profit, Loss ratio <p>KEY OUTPUTS:</p> <ol style="list-style-type: none"> 1. Business Development: Target new clients, take action on new business opportunity, to bring MSIG products to new clients and businesses 2. Client Service: <ul style="list-style-type: none"> - To review renewal list for timely reminders to clients - To offer quotations for clients - To issue insurance policies - To conduct non-life insurance seminars for both current and potential clients (explain the cover of insurance policy and claim procedure) - To organize risk management seminars for existing clients - To execute risk survey at client’s site as basic for offering quotation 3. Outstanding/Unclear Premium: <ul style="list-style-type: none"> - To update the status of outstanding premium and follow up the overdue premium to ensure collecting premium fully and timely 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • University Graduation • English fluency <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> • Strong marketing sense. • Clearly understand working procedure & flow chart. • Well know all insurance products and be able to explain to clients their coverage. • Be highly aware of requirement to be professional to provide high quality service to clients. <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Marketing and sales background • Client service back

<p>4. <u>Business Administration:</u></p> <ul style="list-style-type: none"> - To report any unusual problems to direct management - To collect original confirmed quotations/ endorsement proposals from person in charge of Marketing and clients directly in case of necessity to file them based on the checking sheet. <p>5. <u>With concerned departments:</u></p> <ul style="list-style-type: none"> - To cooperate with Claims Division: <ul style="list-style-type: none"> • to settle the claim smoothly for customers in compliance with the company's procedure; • to follow up any pending claim cases; • to organize risk/claim management seminars, risk survey at client's site - To coordinate with Underwriting Division: <ul style="list-style-type: none"> • to follow up with Business Processing Section for operation matters; • to work closely with Underwriting Section for quotation and coverage; • to cooperate with Loss Control Engineer to make risk survey at client's site. - To coordinate with Human Resource and Administration Division for Human Resource issues and Finance Planning and Risk Management Division for all related jobs or in closed coordination with other departments for special events organized by Company. <p>6. <u>Others:</u></p> <ul style="list-style-type: none"> - To update the market trends directly influenced on MSIG's business activities; - To report any unusual problems if any. - To execute other office work as required by the Company <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> - Corporate Direct Clients. - MSIG VN's staff and other industry peers. <p>DECISION MAKING AUTHORITY: To understand and act within delegated authority given by Manager.</p> <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> - Turnover target - Renewal ratio - Credit control - Collection and filling of original confirmed quotations/ endorsement proposals - Customer satisfaction 	<p>ground</p> <p>COMPETENCIES:</p> <ul style="list-style-type: none"> • Applying Technical knowledge • Being Ethical and Compliant • Collaborative Relationships • Communicating with impact • Customer Focus • Developing Self, Direct reports and Others • Driving Results • Managing Execution • Problem Solving.
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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 **01 March 2019** to Email: 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.