

## 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:

### Intern / South Division

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>Attend to enquiries from Marketing</li> </ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>Administration &amp; related activities</li> </ul> <p><b>KEY OUTPUTS:</b></p> <ul style="list-style-type: none"> <li>Assisting Marketing in daily administration and Marketing tasks</li> <li>Database review and management</li> <li>Assisting data team's daily services upon request</li> <li>Be able to use software system to extract necessary information for quotation preparation.</li> <li>Other tasks as required by Marketing</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>Quotation</li> <li>Policy &amp; Invoice</li> <li>Outstanding premium</li> <li>Filling</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>Third year / last year students with willing to support others.</li> <li>Fresh graduate who is eager to gain your very first working experience and opportunity to develop yourself with a professional organization</li> <li>Good at English (or Japanese)</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>Having service mind-set, positive energy</li> <li>Careful and detail-oriented</li> <li>Microsoft Office skills (Outlook, Word, Excel)</li> </ul> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>Good communication Teamwork.</li> <li>High desire in learning</li> <li>Organized; and able to meet deadlines</li> <li>Hardworking and self-motivated</li> <li>Attention to details</li> </ul>

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 October 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.**