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 / North Division

Report to: Senior Executive Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
OVERALL RESPONSIBILITIES: • Support Front staff in daily works **CONTEXT:** • All classes of insurance business in Vietnam **DIMENSIONS:** • Quotation • Policy • Outstanding Premium **KEY OUTPUTS:** 1. **Support Front Marketing staff:** • Individual Certificate preparation • Collecting original Quotation from client • Send document to client & follow up • Document filling • Outstanding Premium extraction • Deal with Business Processing & accounting for Policy & Invoice issuance • Other tasks that may be assigned by Marketing Manager/Deputy Manager 2. **Co-ordination with other Divisions:** • Cooperate with Business Processing for policy issuance • Cooperate with Accounting for invoice issuance & outstanding premium	**QUALIFICATIONS:** • University Graduation. • English fluency. **SKILLS/KNOWLEDGE:** • Strong service minded. • Understand working procedure & flow chart. • Be highly aware of requirement to be professional to provide high quality service to clients. • Communication skills **EXPERIENCE:** Not required. **COMPETENCIES:** • Good Communication and Presentation skills. • Team work. • Service minded. • Open, active. • Customer oriented. • Able to work independently.

3. <u>Reports</u> • Outstanding premium report management • Original Quotation collection report • Timely prepare other periodic reports as required by front Marketing staff **KEY PERFORMANCE INDICATORS:** • Quotation • Policy & Invoice • Outstanding premium • Filling	

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 **22 December 2019** to Email: 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.