



## 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 (Temporary) / Accounting Division**

Contract Status: Temporary

Report to: Deputy 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>- Filing stock take.</li> <li>- Filing daily receipt</li> <li>- Prepare all general ledger books</li> </ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>- MSIG Vietnam</li> <li>- Achieve accounting section’s action plan.</li> </ul> <p><b>KEY OUTPUTS:</b></p> <ul style="list-style-type: none"> <li>- Filing stock take.</li> <li>- Filing daily receipt</li> <li>- Prepare Account general ledger books as VAS forms for tax inspection</li> <li>- Other jobs may be assigned by Supervisor</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>- MSIG VN’s internal Division/ Department</li> <li>- Bankers, Tax Department</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University Graduation in Accounting or Finance</li> <li>• Good English skills;</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and to keep timelines;</li> <li>• Team oriented mind-set and ability to cooperate within the team;</li> <li>• Understanding of accounting practices</li> <li>• Good communication skills</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• No experience require</li> </ul> <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> </ul>

Our company package includes but not limits to:

- International and professional work environment with high ethic and compliant culture.
- Attractive and competitive remuneration package, basic social insurance, medical insurance and unemployment insurance as regulated by the Labor Code, telecommunication allowance, free parking.
- Minimum of 15 annual leave days, menstrual leave for half an hour per day in 4 continuous days per month for female employees.
- Orientation training, on-job-training;
- 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 **30 April 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.**