



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) / Human Resource and Administration Division

Contract Status: Temporary

Report to: Senior Executive

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>PURPOSE: Handle the full spectrum of Administration activities.</p> <p>CONTEXT:</p> <ul style="list-style-type: none"> • MSIG Vietnam • Provide professional services of Administration. <p>DIMENSIONS:</p> <p>Number of office: 06</p> <p>(Hanoi Head Office, Ho Chi Minh Branch, Hai Phong Representative Office, Danang Representative Office, Hung Yen Representative Office, Vinh Phuc Representative Office)</p> <p>KEY OUTPUTS:</p> <p>1. Co-ordinate and implement Admin activities for smooth operation of the company, including but not limited to the followings:</p> <ul style="list-style-type: none"> • Responsible for maintaining accurate inventories, security of equipment and supplies; • Purchase of office asset/ equipment (non-IT); • Arrange accommodation and airfare booking for all staff; • In charge of printing (letter head, envelop, name card and/or other technical materials, health care card...; 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • University Graduation • English fluency <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> • Administrative practices and issues. • Data calculation and analysis skills. <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • At least 1 years’ experience in Administration, in which experience in purchasing is a plus. <p>COMPETENCIES:</p> <ul style="list-style-type: none"> • Applying Technical knowledge • Being Ethical and Compliant • Collaborative Relationships • Communicating with impact • Customer Focus

<ul style="list-style-type: none"> • Follow up the stock of technical materials, envelops, letter head, name card... to ensure the quantity is always available; • Provide Orientation Training for new comers on Admin scope; • Office insurance management; • Process and follow up office rental contracts; • Supplier management, regular assessment and monthly expenses settlement (office rental, printing, cleaning service, security service, newspaper, electric fee, taxi using, courier...); • In charge of processing New Year calendars, handbooks, greeting cards...; • In charge of arranging Company trip, annual health check, annual party; • In charge of office fitting out and renovation; • Responsible for stamping all documents when receptionist is not on duty; • Support line management in some projects as assigned in term of Admin • Conduct stock-take checking and making reports twice per year, by end of June and end of December; • Follow up contract of supplier such as newspapers, couriers, flowers.... • Assist Admin staff with preparation of annual party, company trip, health check, printing (name card, envelopes, letter head...), advertising, public announcement • Take in charge of immigration procedures such as process visa / temporary resident card application for foreign and local employees as required, in Hanoi and provide consultation service when needed; • In charge of keeping and managing Company's seal/ stamps when required; • Back up duties for other Admin staff when needed. <p>2. Implement other office works as required by line management / Company.</p> <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> • MSIG Vietnam's internal Division / Department • Suppliers, partners, branding agencies... <p>DECISION MAKING AUTHORITY:</p> <ul style="list-style-type: none"> • To understand and act within delegated authority of Senior Executive. <p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> • Timely and exact following up with assigned tasks; • Motivation mind; • Good co-operations; • Good expense control; • Good negotiation and positive mind set; • Efficient and effective administration services; 	<ul style="list-style-type: none"> • Developing Self, Direct reports and Others • Driving Results • Managing Execution • Problem Solving
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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

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.