



## 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 opening position:

### **Intern (Paid) / Bancassurance Division - Ho Chi Minh City**

Contract Type: Service contract

Report to: Senior Manager

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 on new business, renewal and provide prompt and efficient service to all clients.</li> <li>• Support Banca team in all back-office as well as front-office work</li> </ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>• Administration, processing &amp; marketing activities</li> </ul> <p><b>KEY OUTPUTS:</b></p> <ul style="list-style-type: none"> <li>• Assisting Banca team in daily administration and all Banca tasks</li> <li>• Database review and management</li> <li>• Assisting Banca team's daily services upon request</li> <li>• Be able to use software system to extract necessary information for quotation preparation.</li> <li>• To review renewal list for timely reminders to clients</li> <li>• To offer quotations for clients</li> <li>• To issue insurance policies</li> <li>• To do reporting</li> <li>• To work with all related Divisions.</li> <li>• To contact clients by request of Senior Manager.</li> <li>• To communicate with bank partners in a professional way.</li> <li>• Other tasks as required by Senior Manager.</li> <li>• To report any unusual problems if any.</li> </ul> | <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Fresh graduate or university student who is eager to gain your very first working experience and opportunity to develop yourself with a professional organization</li> <li>• English fluency</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Having service mind-set, positive energy</li> <li>• Strong marketing sense</li> <li>• Careful and detail-oriented Microsoft Office skills (Outlook, Word, Excel) and office appliances</li> </ul> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Good communication and presentation skills</li> <li>• Teamwork skills</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> |

Our company package includes but not limits to:

- Opportunities to gain experience in reinsurance field and in international and professional work environment with high ethic and compliant culture.
- Annual company 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.

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 **6 Oct 2017** 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.**