



## 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, Hung Yen Province and Vinh Phuc Province.

We help consumers and businesses cope with risks to protect what they care about. We support individuals, communities and society to get back on their feet and minimize disruption to their daily lives during unforeseen circumstances. We offer a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, liability, engineering, and other classes of casualty business in the commercial insurance line, and home and contents, motor, personal accident and travel in the personal insurance offerings. From individual customers to commercial businesses, the range of insurance products, solutions and services are flexible in responding to challenges from evolving market conditions.

**MSIG Vietnam** is seeking to recruit a well-qualified Vietnamese citizen with competitive compensation and benefits for opening position:

### Senior Executive (back) / South Division

Contract Status: Permanent

Report to: Manager

Location: Hochiminh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>KEY OUTPUTS:</b></p> <ol style="list-style-type: none"> <li><b>1. <u>Business Development:</u></b> Collaboration with front staff to target new clients, take action on new business opportunity, to bring MSIG products to new clients and businesses</li> <li><b>2. <u>Client Service:</u></b> <ul style="list-style-type: none"> <li>- To review renewal list for timely reminders to front staff or client when being assigned by reporting line</li> <li>- To prepare quotation as assigned by front staff and reporting line.</li> <li>- To issue insurance policies upon on client’s confirmation or being requested from management level.</li> <li>- To conduct non-life insurance seminars for both current and potential clients: to explain the cover of insurance policy and coordinate with Corporate Claims Division/Retail Claims Division to explain the claim procedure whereas necessary)</li> <li>- To coordinate risk management seminars for existing clients</li> <li>- To access the risk reasonably at clients’ site as basic for offering quotation, together with the help of technical division to execute risk survey at clients’ sites.</li> <li>- To assist to held training for Agent if required</li> <li>- Other ad-hoc service on incur basis.</li> </ul> </li> </ol>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University/College Graduation</li> <li>• English fluency.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Strong marketing sense.</li> <li>• Clearly understand working procedure &amp; flow chart.</li> <li>• Well know all insurance products and be able to explain to clients their coverage.</li> <li>• Be highly aware of requirement to be professional to</li> </ul>

<p><b>3. <u>Outstanding/Unclear Premium:</u></b></p> <ul style="list-style-type: none"> <li>- To follow up the status of outstanding premium and to coordinate with front staff to remind client the overdue premium in order to ensure collecting premium fully and timely</li> </ul> <p><b>4. <u>Business Administration:</u></b></p> <ul style="list-style-type: none"> <li>- To coordinate with Administration Department, supporting team in delivery or collection of all kinds of hard copies as requested by customers or front staffs.</li> </ul> <p><b>5. <u>With concerned departments:</u></b></p> <ul style="list-style-type: none"> <li>- To cooperate with Retail Claims Division and Corporate Claims Division: <ul style="list-style-type: none"> <li>• to settle the claim smoothly for customers in compliance with the company's procedure;</li> <li>• to follow up any pending claim cases;</li> </ul> </li> <li>- To coordinate with Underwriting Division: <ul style="list-style-type: none"> <li>• to work closely with Underwriting Division for quotation and coverage;</li> <li>• to cooperate with Loss Control Engineer to make risk survey at client's site.</li> </ul> </li> <li>- To coordinate with Business Processing Division for operation matters</li> <li>- To coordinate with Legal Department and Underwriting Division to prepare documents related to Agent activities.</li> <li>- To coordinate with other Divisions for all related jobs and other special events organized by the Company.</li> <li>- To assist front staffs for internal processes relating to develop digital business.</li> </ul> <p><b>6. <u>Others:</u></b></p> <ul style="list-style-type: none"> <li>- To report any unusual problems to direct reporting line, if any.</li> <li>- To execute other office work as required by the Company</li> </ul> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>- Corporate Direct Clients.</li> <li>- The company's internal staff and other industry peers.</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>- To understand and act within delegated authority given by management level.</li> </ul> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ul style="list-style-type: none"> <li>- Turnover target</li> <li>- Renewal ratio</li> <li>- Credit control</li> <li>- Collection and filling of original confirmed quotations/ endorsement proposals</li> <li>- Customer satisfaction</li> </ul>	<p>provide high quality service to clients.</p> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• At least 3 years of working experience. Experience as sales admin or sales support in non-life insurance field is preferable.</li> </ul>
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Our company package includes but not limits to:

- Attractive and competitive remuneration package: attractive monthly salary Guaranteed Bonus, Short-Term Incentive Bonus, various types of allowances and subsidies (telecommunication allowance, pocket subsidy, special language subsidy, risk surveyor subsidy, hotline duty subsidy, clothes support subsidy, lunch support subsidy, transportation subsidy...) and long service award.
- Premium Golden healthcare insurance package including health and accident insurance in addition to basic insurances regulated by the Labor Code to employees.

- Training opportunities sponsored by the Company (on-job-training, soft skills, professional knowledge and certificate (ANZIIF, CII, ACCA, Actuary...), technical exchange seminar...).
- Minimum of 15 annual leave days; Annual health check-up at high standard level.
- International and professional work environment with high ethic and compliant culture.
- 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 **26<sup>th</sup> November, 2024** to Email: [recruit@vn.msig-asia.com](mailto: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.**