



## PR/095732 | Deputy Manager (Front)

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1592831

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

May 19th, 2026 11:15

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company and Job Overview

JAC's client, a global insurance company is seeking for a Deputy Manager (Local Business Division) position.

Location: Ho Chi Minh City

#### Job Responsibilities

##### 1. Client services:

- Timely renew insurance policies, strictly following Renewal Guideline of Division
- Follow up client's growth & requirements
- Design insurance program matching with client's requirement
- Negotiate Terms & Conditions with clients
- Keep & develop the relationship with clients

- Conduct Insurance seminars for both current and potential clients (explain the cover of insurance policy and claim procedure)
- Arrange risk surveys
- Provide consulting services to clients
- Explore new clients via digital channel

## 2. Business Processing and Supervising:

- Manage and follow up business plan of team
- Manage guideline for the operation of the team
- Approve the risks within authority limit
- Manage and support claim process
- Guide and support Marketing back staff

## 3. Co-ordination with other Divisions:

- To cooperate with other Divisions/Department to set up and implement internal policies & guidelines

## 4. Staff management:

- Manage and control day-to-day administrative operation in the team
- Coach & supervise staff to fulfil their job
- Training new Marketing (MKT) staff
- Co-ordinate MKT staff to assure their cooperation to be efficient.

## 5. Reports:

- Timely prepare periodic reports as required by the Company

## Job Requirements

### 1. Qualifications:

- University Graduation.
- English fluency.

### 2. Experience:

- At least 4 years of experience in activitie of Non-life Insurance:
- Having good ability to work with broker and/or knowledge about reinsurance is a plus.

### 3. Skills/knowledge:

- Strong marketing sense.
- Clearly understand working procedure flow chart.
- Well know all insur products and able explain to clients their coverage.
- Be highly aware of requirement to be professional to provide high quality service to clients.
- Presentation & negotiation skill
- Management skills.
- Abilities and willing to train employees.

## Benefits

- Attractive and competitive remuneration package: attractive monthly salary Guaranteed Bonus, Short-erm Incentive Benue, 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. Specific benefits will be provided based on applicable company policy

- Premium healthcare insurance package including health and accident) insurance in addition to basic insurances regulated by the Labor Code to employees and their entitled families' members (depends on
- 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.

Interested applicants, click APPLY NOW #LI-JACVN

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description