



PR/095977 | [Services]

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1614616

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:38

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location

Hanoi, Vietnam

Company Overview

An international non-life insurance organization with a strong footprint across Asia, providing comprehensive insurance solutions for both businesses and individuals.

Key Responsibilities

- Manage renewal portfolios and proactively follow up with clients on policy continuation.
- Prepare insurance proposals and quotations for both existing customers and prospective accounts.
- Coordinate internally for policy issuance, endorsements, and related documentation processing.
- Develop new business opportunities and maintain long-term client relationships.
- Deliver high-quality customer support throughout the sales and after-sales process.
- Organize and maintain client records, contracts, and business documentation in accordance with company procedures.
- Work closely with cross-functional teams to ensure smooth servicing and business operations.
- Conduct insurance product presentations, workshops, and client training sessions.
- Provide guidance to customers regarding policy coverage and claims procedures.
- Support and participate in risk assessment visits and follow up on improvement recommendations.
- Review and monitor insurance claims to maintain customer satisfaction and service quality.
- Track premium collections and follow up on overdue payments to ensure timely settlement.
- Prepare periodic business performance and premium analysis reports.
- Assist management with forecasting reports, business planning, and operational reporting tasks.
- Support company events, internal coordination projects, and other assignments from management.

Job Requirements

- Bachelor's degree or above in Business, Finance, Insurance, or related fields.
- Fluent communication skills in both Chinese and English.
- Strong client relationship management and sales capability.
- Good understanding of insurance products and customer servicing standards.
- Ability to explain insurance coverage and processes clearly to clients.
- Strong analytical thinking and numerical skills.
- Familiarity with business procedures, reporting, and workflow coordination.
- Capable of working independently and managing multiple priorities effectively.
- Experience in market research and business analysis is preferred.
- Minimum 3 years of professional experience; prior exposure to insurance sales or marketing is highly advantageous.

Benefits

- Competitive salary package with attractive bonuses and incentive schemes.
- Additional allowances and employee support programs.
- Comprehensive healthcare and accident insurance coverage for employees and eligible family members. Sponsored professional
- development programs, technical training, and certification support.
- Generous annual leave and premium health check benefits.

- International, collaborative, and professional working environment.
- Team-building trips, company activities, and employee engagement programs.
- Clear career growth opportunities and exposure to regional business operations.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description