

PR/096444 | Executive (Front) – Local Business Division

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1623961

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:26

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

1. Company

JAC's client, a Japanese general insurance company and a member of a major Japan-based insurance group, is looking for an Executive (Front) – Local Business Division.

Working Location: Ho Chi Minh City

Employment Type: Permanent

Reporting Line: Manager.

1. Job Responsibilities

2. Client Services

- Review renewal lists and provide timely reminders to clients.

- Offer renewal quotations and new quotations for new clients.
- Look for new clients, approach clients, sell insurance, and take care of clients.
- Create, structure, and manage paper files, email files, and other documentation in accordance with the agreed processes and procedures of the Marketing Division.
- Conduct non-life insurance and risk management seminars/training for current and potential clients, including explaining insurance policy coverage and claim procedures.
- Conduct risk surveys at client sites as a basis for providing quotations and follow up on risk survey recommendations, if any.
- Check insurance claims to strengthen client trust and safeguard the company's reputation.

1. Outstanding / Unclear Premium

- Update the status of outstanding premiums and follow up on overdue premiums to ensure full and timely collection.

1. Business Administration

- Interview potential/prospective clients to obtain information about their financial resources and discuss existing coverage for business estimation.
- Prepare monthly and quarterly Gross Written Premium analysis reports, expense analysis reports, and perform data checking.
- Assist Line Management in completing projection template reports, estimated performance reports, and other reports assigned by Line Management.

1. Other Duties

- Coordinate with other Divisions/Departments for related tasks or special events organized by the company.
- Perform other tasks assigned by Line Management.

1. Job requirements

Education & Languages

- University graduate.
- Strong communication skills and a good command of English.

Experience

- At least 2 years of working experience.
- Experience in insurance sales/marketing is preferred.
- Experience in market research analysis is a plus.

Skills & Knowledge:

- Strong marketing sense.
- Able to clearly understand working procedures and flow charts.
- Good knowledge of insurance products and able to explain insurance coverage to clients.
- Highly aware of the need to provide professional and high-quality service to clients.
- Analytical mindset and strong quantitative skills.

- Ability to work independently with limited supervision.

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.

Privacy Policy Link: https://www.jac-recruitment.vn/privacy-policy
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Company Description