



PR/094472 | [Insurance] Deputy Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1515363

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 14:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location

Hanoi

Company and Job Overview

Top-tier Japanese insurance company is hiring for Deputy Manager in Global Business Division

Job Responsibilities

- Manage renewal lists and provide timely reminders to clients.
- Offer renewal and new quotations to clients.
- Coordinate with the Business Processing Division to issue policies, endorsements, and related documents.
- Identify and approach potential clients, sell insurance products, and maintain client relationships.
- Conduct seminars and trainings on non-life insurance and risk management for existing and potential clients.
- Execute risk surveys at client sites and follow up on recommendations.
- Update outstanding premium status and ensure timely collection of overdue payments.
- Provide regular reports, including premium analysis and expense tracking.
- Assist in completing projection templates and performance reports.

- Conduct interviews with prospective clients to gather financial and coverage information.
- Work closely with Claims, Underwriting, and Business Processing Divisions to streamline operations.
- Coordinate risk and claim management activities and ensure smooth claims processing.
- Monitor market trends affecting the business.
- Review reinsurance accounts and liaise with relevant divisions.
- Translate related documents as needed.
- Handle additional tasks assigned by management.

Job Requirements

- Bachelor's degree in a relevant field.
- Fluency in Chinese and English.
- Strong marketing and management skills.
- Comprehensive knowledge of insurance products and services.
- Ability to work independently and maintain professionalism.
- Market research and data analysis capabilities.
- Minimum of 3 years in insurance sales or marketing.

##LI-JACVN

Company Description