

Allianz General Lao (AGL), the leading insurance company in Laos, was established in 1990. AGL is a joint venture between the Ministry of Finance of Lao PDR (MoF) and Allianz SE, the world leading insurance and financial services provider. With over 25 years experience in Laos, the AGL enjoys a very good reputation among local and international customers. We provide friendly working environment, mixture of different culture and competitive salary. Now, we are looking for dynamic employee to join with us in Headquarter office in Vientiane as below position:

Motor Underwriter of Business Development Officer (1 Position)

Duty and Responsibility

- Duties Deal on works of Underwriting related to Motor products, Motor quotation, policy issuance to clients;
- Handle works of Endorsement, premium refunds ;
- Assist Department to follow up Unpaid policy and to inform customer to pay accordingly;
- Follow up list of non-renewed contacts of big clients and action plan to report to Department for further action;
- Assist underwriting part to implement B2B policy issuance, bundle products and other related works on daily basis;
- Do the works on production side to complete Loss ratio of clients before each due of renewal and on request of related Departments on real time basis.
- Assist Department to improve Motor process, propose better innovative ones in accordance with market demands;
- Assist Department to improve underwriting procedure , follow up IT to develop program, digital platforms, related functionalities to support Motor requirement in works of Underwriting works;
- Seek for the tool of new technologies to support on demand of Department in order to reduce manual works, seek for underwriting solution to implement modality of premium payment;
- Assist to implement statistics templates in system and follow up its development with IT and to run the statistics reports on monthly basis.
- Work on other assignment as assigned by his/her supervisor.

Qualifications & Skills requirements:

- Lao Nationality, male or female; Age around 20 to 35 years;
- Diploma or Bachelor in Law, business administration or other similar skill;
- 1-2 year work experience (experience in underwriting work is a plus);
- English or French is necessary (Fluent in speaking, writing and reading English, French is a plus);
- Have knowledge on Insurance especially on Motor is a plus;
- Good communication skill is preferable;
- Ability to work in a team environment;
- High responsibilities and engagement;
- Computer skills (MS. Word, Excel, Email)

AGL offers:

- **Competitive salary**
- **Great career progress opportunities**
- **Comprehensive on job training**
- **A friendly and supportive work environment**

Only Laos Nationality is eligible to apply. Interested applicants meeting the above requirements should submit their resume including a recent photo in passport size with cover letter describing your suitability for the role, career aspiration and salary expectation, and copied certificates to AGL Human Resources Department.

Address: 33 Lane Xang Avenue, ANZ Bank, Vientiane Commercial Building, 2F P.O. Box 4223 Vientiane, Lao PDR,

Tel: (21) 215903, Ext: 215, Fax : (21) 215904

E-mail: recruitment@agl-allianz.com