



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 Assistant (1 position)

Responsibility:

- Work in Motor Insurance Department of underwriting fields;
- Demonstrate and provide information on Motor products to corporate clients including to make quotation on Lao and Thai Insurance under Head office ;
- Receive and issue contract to clients of nonstandard contracts;
- Work on policy underwriting administration which included: Data Entry, works of endorsement which included: Refund, Transfer, change of covers... of agents and end customers of Head office;
- Assist Department to develop and implement B2B policy issuance and other related works;
- Record Insurance Attestation book for Head office and International brokers;
- Assist Department to follow up Unpaid policy and to inform customer to pay accordingly;;
- Make monthly report on Thai insurance policy issuance and to cross check with Finance on accuracy of figures;
- Set up and check fleet renewal for agents.
- Follow up list of non-renewed contacts of big clients and to report to Head of Department;
- Do the works on production side to complete Loss ratio of each corporate clients before each due of renewal.
- Handle work of policy filing.
- Do others works as assigned from Department management.

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;
- English or French is necessary (Fluent in speaking, writing and reading English, French is a plus);
- Have knowledge on Insurance especially on Motor in 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,

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