

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 27 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 Admin Support (1 position)

Responsibility:

- Work in Motor Insurance Department on underwriting;
- Be the contact person to receive call from external clients;
- Assist Department to arrange the appointment for meeting with internal and external per each requirement,
- Assist to update Loss ratio of each fleet policy before each due of renewal and be able to handle the works of quotation, policy issuance for all kind of business.
- Be the contact person to issue online policy in case of non-standard policies on request of agents, partners.
- Be responsible to deal and administer the work of Thai insurance with existing partner e.g. Thai Viriyah Company.
- In charge to communicate the works of renewal policy under Head office.
- Assist to set up new products development, review policy wording for Motor products;
- 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 handle the online request in system related to policy cancellation from agents and partner.
- Assist Department to implement the work of quality control on daily monitoring and controlling motor unpaid under Head office.
- Be the center for car inspection works linked with internal and external support function;
- Be contact person to provide the Notice, minute of meeting, letter of denied, letter of refuse, letter of clarification to external clients...
- Perform other tasks as advised by supervisor and HoD.

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.

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