



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 24 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:

Chinese Business Development Executive (1 Position)

Duties and Responsibilities:

Report to Corporate Field Manger under Marketing and Sales Department, **Chinese Business Development Executive** has an important role to develop insurance business among local Chinese investments as insurance sale advice as well as Chinese business support to the company.

The Job Description of the position is as below:

- Work closely with Corporate Filed Manger to develop planning of the year with clear target and action plan on approaching Chinese insurance customers.
- Follow action plan, regularly contacts and visit customers to propose insurance consistent with customer requirements.
- Regularly report supervisor on the list of prospective customers as well as all those customers who bought insurance.
- Giving service to every functions in the company in case there is request for assistance when dealing with Chinese partners, clients and guests.
- Support on translation insurance papers into Chinese per necessary.
- Be insurance trainers or speaker for Chinese audience.

Qualifications & Skills requirements:

- Male or female between 20-30 years old with good health;
- At least bachelor degree of Administrative or accounting. MBA is preferable;
- Have experience in office administration works. Having sale skill will be specially considered;
- Understand big picture of insurance business and other service businesses;
- Excellence skill of MS office: Excel, Word, Power Point;
- Good level of Chinese: influence in communication both in verbal and writing;
- Good level of English: influence in communication both in verbal and writing;
- Good sense of humor, being able to work with team and being high level of interpersonal skill;
- Self-organize and self motivation;
- High responsibility and willing to work in compression situation and manage work to reach deadline.

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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