



JOB OPPORTUNITY

Position: Bancassurance Support Staff

About Company

Phongsavanh Insurance (APA) Co., Ltd is a composite Insurance company in Laos. Part of the Phongsavanh Group. Phongsavanh Insurance provides insurance products to protect the lives and belongings of individuals, families and businesses. Our Vision is to create a reputation of professional insurance Company with customer core values at the heart of its operation and to deliver first class service in all our actions with clients. We are looking for passionate and energetic people to join the team to help shape the future of Phongsavanh Insurance.

Bancassurance Channel

Reporting to the Banca and Broker Agent Manager, this role will:

- Responsible for coordinate with all bank branch to support them to achieve the objective as management assigned.
- Monitor policy issue, renewal policy, cancelled policy, and another document related accordingly to ensure that policies are issued on time manner;
- Prepare a renewal report to submit each bank branch to communication with their customer and update monthly.
- Summarize a sales report whenever there is a competition of each bank branch as well as regional part.
- Coordinate with policy admin and finance team to prepare for bank commission document for monthly.
- Monitor money transfer in with Unknown Policy and Uncollected premium case then update to finance and line manager weekly.

Qualifications and experiences:

- Bachelor's or Diploma's degree in Business, Finance, Marketing or related
- At least 1-2 years' work experience in insurance sector, preferably in life insurance
- Working experience as sales or business development is desirable
- Good written and verbal communication skill for both Lao and English (Chinese preferable)
- Great interpersonal skills and the ability to operate under pressure

Key benefits:

- ✓ Competitive remuneration
- ✓ Comprehensive on job training
- ✓ A supportive environment



Apply now:

Submit your CV, Application Letter **in writing in English** and other relevant application documents to our Human Resource Department at Career@apa.com.la

More information:

Website: <https://apa.com.la/career/>

Email: info@apa.com.la

Only shortlisted candidate will be contacted for interview.

Closing date for applications Until further notice.

