



## JOB OPPORTUNITY

### Position: Japanese Desk Manager

#### 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.

#### Japanese Desk Manager

Reporting to the Chief Distribution Officer, responsible for:

- Driving sales of APA's insurance products to new and existing customers, especially focus on all Japanese Businesses.
- Finding new customers with strong productive and maintaining relationships with customers
- Work closely with APA's Policy Administration team to ensure that all quotations and policy documents are completed and provided on time.
- Working in conjunction with APA's Marketing team to proactively develop creative and effective and marketing campaigns to increase more sales.
- Deliver the best sales presentations with both Lao and Japanese Language to Customers.
- Constantly identify and develop new sales and Japanese business opportunities.
- Weekly update plan and sales performance report of Japanese Business, Uncollected Premium to line manager.

#### Qualifications and experiences:

- **Good Japanese written and verbal communication skills.**
- Bachelor's degree in Business Administration, Marketing, or Related.
- Working experience as sales or business development is desirable.
- Enthusiastic and sociable person.
- Good written and verbal communication skills (English and local language).
- Great interpersonal skills and the ability to operate under pressure.

#### 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](mailto:Career@apa.com.la)

#### More information:

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

Email: [info@apa.com.la](mailto:info@apa.com.la)

*Only shortlisted candidate will be contacted for interview.*

**Closing date for applications Until further notice.**