

JOB DESCRIPTION

Company Name:	Shinhan Life Vietnam
Position Title:	Assistant Manger, New Business and Underwriting
Team / Function	Operation
Reports to:	Head of Operation
Band/Grade	6
Work Location:	Ho Chi Minh
Geographical Responsibilities:	Ho Chi Minh
Position Objective: <i>This statement should be a general summary of the responsibilities listed in the next section.</i>	The Underwriting Assistant Manager is responsible for evaluating the risk involved in issuing life insurance policies and overseeing the entire underwriting process.
Roles and Responsibilities <i>Describe specific key functions of the position or the essential areas of responsibilities, listing the most important first.</i> <i>Begin each statement with an action verb Describe what, how, and why role/responsibility is performed.</i> <i>Indicate average percentage of time each responsibility takes.</i>	<ul style="list-style-type: none"> - Appraise and underwrite application for insurance to assess mortality and morbidity risk within company guidelines to assure equitable treatment of policyholders and producers and to meet the company's financial objectives - Provide guidance to the underwriting team regarding underwriting philosophy and segmentation - Interact with the reinsurers for complex underwriting cases - Train and mentor other members of the underwriting team. - Participate in cross functional projects (Claims, New Business, Actuaries, Product Team, etc.) - Take steps towards team development, engagement and motivation - Enhance system to improve underwriting process and increase client experience - Define underwriting policy and guidelines for the company based on risk assessment parameters. - Provide underwriting input in the process of new product introduction - Recognize and address trends and patterns that positively or negatively impact risk management.

	<ul style="list-style-type: none"> - Negotiate with Reinsurers for competitive and speedy process/decision - Ensure a minimum satisfactory audit and compliance rating for the underwriting department. - Assist with other underwriting tasks as needed
Communication Requirements Internal External	<p>Internal: CS, CC, PS, IT, Accounting, Product & Actuary, Claims, Legal & Compliance</p> <p>External: Customers, Sales Force, Hospitals, Clinics, Sales Partners</p>
Minimum Job Requirements:	<p>Education:</p> <ul style="list-style-type: none"> - Bachelor's degree - Graduated from Medicine, Economics University preferred <p>Experience:</p> <ul style="list-style-type: none"> - 3+ years of experience of life & health underwriting management <p>Skills required:</p> <ul style="list-style-type: none"> - High analytical skills: to review applications for life insurance and determine the risk of the policy; to review medical records and determine the likelihood of a claim - Well-developed written and oral communication skills: to effectively communicate with clients, insurance agents and other employees; to explain policies, answer questions and provide information. - Problem-solving skills: to find solutions to complex problems, a way to approve a life insurance policy for a client who has a pre-existing condition; to find a way to make the client eligible for the policy or to make the client's condition less risky. - Strong and particular attention to detail: reviewing insurance applications and policies to ensure the company's financial obligations are met; to ensure the company doesn't make any mistakes that could lead to legal action and ensure the company doesn't underwrite policies that could lead to financial loss. - People management skills: to manage NBU part, ensure all members know what the company's objectives, engagement and effectively working.
	<ul style="list-style-type: none"> - Knowledge of industry regulations: to be knowledgeable about the regulations that affect work; to create policies that adhere to the law and meet the needs of their clients. - Computer proficiency to work effectively with certain underwriting processes or software

Prepared by:

Agreed by:

[Hiring Manager's signature]

[Employee's signature]

Date:

The above statements are intended to describe the general nature and level of work being performed by the incumbent assigned to the job. They are not intended to be an all-encompassing list of all responsibilities, duties and skills required of incumbent so classified. Reasonable accommodations to essential functions of the job will be made if appropriate.