

JOB DESCRIPTION

Effective Date: _____

Company Name:	Shinhan Life Vietnam
Position Title:	Senior Specialist, FC Reporting
Team / Function	FC Business
Reports to:	Manager, FC Business
Band/Grade	5
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>	<ul style="list-style-type: none"> - Assist FC Reporting & Compensation Team Leader in management of FC contest and reporting generation - Back-up and support FC Compensation team in data reconciliation and development of automatically programmed tool
Roles and Responsibilities <i>Describe specific key functions of the position or the essential areas of responsibilities, listing the most important first.</i> Begin each statement with an action verb <i>Describe what, how, and why role/responsibility is performed.</i> <i>Indicate average percentage of time each responsibility</i>	<ul style="list-style-type: none"> ➤ Compile and interpret KPI segments and insights ➤ Design templates and dashboards for measuring KPI's and providing visibility on the areas of growth opportunity ➤ Systemize structured database; Develop Automatically Programmed Tool (APT) to track and monitor sales performance, contest and compensation ➤ Enhance and automate reporting system and tools to be more users friendly ➤ Analyze large amounts of current and historical sales data to identify areas need to be improved and develop solutions to strengthen FC operations processes accordingly ➤ Deliver timely and accurate periodical reports and adhoc analysis requests ➤ Validate compensation scheme and tool to assure accuracy computation without errors ➤ Assist FC Reporting and Compensation Team Leader in identification of system functions to be enhanced ➤ Play as a role of project member for all project relating to FC compensation and reporting ➤ Other duties as assigned from Team Leader or Department Head

<i>takes.</i>	
Communication Requirements	<p>Internal: Report to FC Reporting and Compensation Team Leader Working closely with FC Analysis and Planning Team and FC Operations Team</p> <p>External: IT BA and vendors to clarify business rules, to develop test case and to perform</p>
Minimum Job Requirements:	<p>Education: BS/BA in IT, Computer Science, Mathematics & Informatics Master in programming languages (SQL, Python, R, ..) Knowledgeable in Data Visualization Tools</p> <p>Experience: At least 3 years at the same role in life insurance industry, and involvement to some projects relating to reporting system, data processing, agency portal, compensation to be preferred</p> <p>Skills required: Logical thinking, time management, problem solving and communication</p> <ul style="list-style-type: none"> - Able to develop guideline - Proactive in development of relationships with team members and stakeholders for collaborative projects

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 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.