JOB POSTING TEMPLATE

Date:	2020	**Function:**	Actuarial & Products
Job title:	Associate Manager, Product	**Manager title:**	Director, Product

Job purpose

Purpose of the job is to ensure Product team to implement initiatives to execute company's product strategy for all channels and deliver the product plan as per timeline and KPI approved.

Major accountabilities

Act as Project Manager of Product projects	45%
Act as supporting role for product and/or product-related projects	20%
Manage Day 2 implementations	10%
Work closely with and support Distribution/Partners for product-related matters	5%
Conduct market research to understand product trend in the market and focus group with Distribution/Partners/clients to understand sales force/clients' needs	5%
Perform system UAT for product projects and product-related initiatives (SunSmart, mySunLife, etc.)	10%
Prepare regular and ad-hoc reports for management as required in a timely manner and other tasks assigned by line manager	5%

Specialized knowledge

- MS Office: Word, Excel, PowerPoint
- Project Management skills
- Presentation, reporting and analysis skills
- Good communication skills in both English and Vietnamese (speaking/writing)
- Teamwork
- Good marketing/Client-centric sense

Education and experience

- University graduate
- At least 2-year experience in life insurance: product/marketing/training