

JOB POSTING TEMPLATE

Date: 2021

Function: Actuarial & Products

Job title: Intermediate Analyst, Product

Manager title: Director, Product

Job purpose

Implement initiatives to execute company's product strategy for all channels and deliver the product plan as per timeline and KPI approved.

Major accountabilities

<ul style="list-style-type: none"> ▪ Act as Project owner of Product projects (full cycle from product ideas to post-launch review) to ensure timely deliverables as planned for product launching. 	50%
<ul style="list-style-type: none"> ▪ Prepare materials and deliver training/workshop to Distribution and other functions for new product launch and as required. 	10%
<ul style="list-style-type: none"> ▪ Join cross-functional projects to deliver department and company's strategy, co-ordinate or perform business requirements/system UAT for product projects and product-related initiatives. 	10%
<ul style="list-style-type: none"> ▪ Conduct market intelligence to understand market trend on products and services and potential to close the gap, if any. Prepare regular reports for internal and external as well as ad-hoc reports as required relating to product performance. 	10%
<ul style="list-style-type: none"> ▪ Follow up and manage Day 2 items with Operations and IT to ensure system readiness or workaround solutions in place as required by Product Specs and T&C; Day 2 items are recorded in a timely and structured manner as mentioned in SLV SO. 	10%
<ul style="list-style-type: none"> ▪ Actively work with Distribution in all channels (including Corporate Accounts, Agency, Banca and Partnership) to give timely support and explore new product ideas to meet Distribution's needs and differentiate with market. 	10%

Specialized knowledge

- MS Office: Word, Excel, PowerPoint
- Project Management skills
- Good communication skills in both English and Vietnamese (speaking/writing)
- Teamwork

Problem solving

- Ability to solve standardized problems, following guidelines/procedures, recommend for solutions within area of known things

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Education and experience

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

Communication scope

Frequent interactions/follow up with other functions, Distribution, Advisors and partners in a collaborative way.