

SUN LIFE VIETNAM

INTERNSHIP OPPORTUNITY

2019-2020

Sun Life Financial is a leading financial services organization dedicated to helping people achieve lifetime financial security and live healthier lives.

We provide a wide range of insurance and investment products and services in key markets around the world including Canada, the United States, the United Kingdom, Hong Kong, the Philippines and Indonesia. At Sun Life, we have more than 34,000 employees and 112,900 advisors worldwide. Sun Life Vietnam is looking for the interns in New Business position.

You will

* Be supported with monthly stipend: VND4.000.000
* Gain knowledge, experiences and skills from real work- life experience
* Build your professional network during the program
* Certificate of Internship at the end of the program

Intern – New Business

* Handle the administration of new business applications on system.
* Review and ensure applications/ member-related information are complete with 100% accuracy
* Arrange for required premiums to be paid, ensure accurate billing and allocation of premium/contribution on the system
* Correspond with Sales on required policy or member information
* Prepare application files for hand-over to Underwriters. Correspond with Sales on required underwriting information, as delegated.
* Monitor daily pending applications and ensure follow-up is in order.
* Scanned documents are complete before moving to online storage.
* Report production issues promptly following the Incident Reporting Process.

Sun Life Vietnam is looking for the interns in Information Technology

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| How to apply Please email us at **your CV,** and **a copy of university transcript** to **VN\_careers@sunlife.com**29th Floor, Vietcombank Tower, 5 Me Linh Square, Ben Nghe Ward, District 1, HCM**Life’s brighter under the sun** |  |