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ALLIANZ INSURANCE LAOS

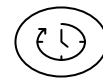
## One Stop Gate Cashier



Location  
Vientiane, Laos



Job level  
Bachelor degree



permanent

### Key responsibilities/What you do

One Stop Gate Cashier is responsible for receiving insurance selling premium, issue receipt, perform accounting work under OSG account and has a direct report to Deputy Head of Marketing & Sales.

### Key requirements/What you bring:

- Receive payment in cash/cheque for all insurance selling in Kips, Thai BAHT, and USD and deposit to One Stop Gate Bank Account.
- Responsible to count money in cash drawers/safe box at the beginning and end of the day to ensure that amounts are correct and that there is adequate change with report to supervisor.
- Follow transfer money by customers with banks and Accounting & Finance Department.
- Receive/key in accounting system (AGLsys and SUN system) for all insurance selling and refund of OSG customer.
- Issue receipt for insurance selling.
- Support sale to follow insurance policy unpaid payment.
- Preform bank reconcile and check figures between bank, sale report and data entry to make sure that all data entries are correct at the end of month. Adjust and correct the data if it is wrong from the entry.
- Monthly cash count in three currencies record and report to OSG manager and Accounting & Finance Department.
- Keep insurance documents and other related documents sold in one stop gate for auditing purpose.
- Warmly and professional welcome and assist customer with suitable solution to fit with customer expectation.
- Promoting the company initiatives (ex. Digital tools, e-policy, e-payment, etc) and promotion campaign to customers.



### Key requirements/What you bring:

- Bachelor's degree in Accounting, business administration or Marketing.
- Has knowledge of accounting skill.
- Good at communication skills and service mind.
- Relationship management skills and openness to feedback.
- Excellent knowledge of MS Office.
- Prioritizing, time management and organizational skills.
- Be able to communicate in English
- Able to work under pressure and achieve deadlines.
- Willingness to learn and develop through self-driven personal development

- Accurately provide essential insurance production information to customers.
- Perform other tasks as per assign by supervisor and head of department.

### Key benefits/What we offer:

We at Allianz Insurance Laos offer a flexible working hour, an out of work activities, a positive learning and growing environment to support your professional career and personal development.

We also believe in a diverse and inclusive workforce and are proud to be an equal opportunity employer. We encourage you to bring your whole self to work, no matter where you are from, what you look like, who you love or what you believe in.

Apply now

Submit your CV, fill out the application form and send to [recruitment@agl-allianz.com](mailto:recruitment@agl-allianz.com) Tel: (21) 215903, Ext: 218

→ [www.azlaos.com/en\\_LA/career.html](http://www.azlaos.com/en_LA/career.html)

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