

ONE STOP GATE SALES & CASHIER



Location
Vientiane
(Laos)



Job level
Graduate



Experience
1 year +



Contract
Permanent

One Stop Gate Sales & Cashier is responsible for selling insurance, collecting insurance premium and handling daily accounting entries under the OSG account. This position is direct report to OSG Manager under Marketing and Sales Department.

Key responsibilities/What you do

Sales:

- **Product Sales & Underwriting:** Perform sales and underwriting for standard insurance products, including Motor Insurance, Property Insurance and Human Related Product Insurance.
- **Inquiry Management:** Provide prompt product information and premium quotations to customers across all communication channels (walk-ins, phone calls, email, live chat, social media).
- **Cross-Selling & Promotion:** Actively cross-sell relevant products, promote digital tools (e-policies, e-payments, customer apps), and inform clients of current promotional campaigns.
- **Front-Desk Hospitality:** Warmly and professionally welcome all customers visiting the One Stop Gate facility, ensuring a clean, welcoming environment that reflects a positive brand image.
- **Relationship Building & Retention:** Establish, cultivate, and maintain strong business relationships with retail clients to drive satisfaction, repeat business, and long-term portfolio growth.

Cashier:

- **Premium Collection:** Receive insurance payment in cash, cheque, and bank transfer for all insurance selling in multi-currency (Kips, Thai BAHT, and USD) and deposit to One Stop Gate Bank Account.
- **Cash Management:** Conduct daily cash counts across all three currencies to ensure accuracy, maintain

Key requirements/What you bring

- Bachelor's degree or Higher Diploma in Business Administration, Finance, Accounting, Marketing, or a related field.
- Basic knowledge of accounting principles, cash handling procedures, and double-entry system logic.
- Strong interpersonal skills, service-oriented mindset, and a customer-first approach.
- Proficient in MS Office (Excel, Word); experience with accounting system (e.g., SUN System) or insurance policy platforms (e.g., AGLsys) is an asset.
- Strong prioritizing, time management, and organizational skills with high attention to detail.
- Be able to communicate in English and other languages is an advantage.
- Professional integrity, openness to feedback, and strong relationship management capabilities.

Key benefits/What we offer

We at Assurances General Laos offer a flexible working hour, an out of work activities, a positive learning and growing environment to support your professional career and personale developement.

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.

adequate float levels, and report daily balances to the supervisor.

- **System Entry & Refund Processing:** Key all insurance sales, collections, and approved customer refunds into core accounting platforms (AGLsys and SUN System) accurately on the day of transaction.
- **Bank Reconciliation and Cash report:** Perform bank reconcile and cash count report at the end of month to submit to OSG Manager and Account & Finance Department. Ensuring that all data are correct and accurate.
- **Filing and Auditing:** Keep insurance documents and other related documents sold within OSG for auditing purposes.
- **Insurance Premium Follow-Up:** Monitor outstanding policy premiums and coordinate with the sales team to follow up on unpaid customer balances.
- **General Support:** Assist with departmental operational tasks as assigned by the supervisor or Head of Department.

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