

LEGAL CLAIMS ASSISTANT - CLAIMS DEPARTMENT



Location
Vientiane, Laos



Job level
Bachelor degree

Key responsibilities/What you do:

- Work as a part of Legal team for claims relating to litigation issue on behalf of the Company and/or the insured against any third party;
- Coordinate with the Traffic police acquiring the information about the accident: investigation report, sketch, testimony, and summary report;
- Intervene and assist the insured to negotiate and mitigate the dispute may have with adversary aiming to deliver an agreement as well as providing appropriate technical advices to the insured where necessary (e.g. legal issues, traffic rule issues, etc);
- Represent the organization and/or assist customers in legal proceedings in before courts, government agencies, or other authorities. And, prepare materials for external legal counsel and follow the case until the execution of judgment level;
- Prepare legal official letters and other legal documents to facilitate the case. Prepare official report to the insured periodically in case of the case moving through long juridical system;
- Make and follow up recourse cases to protect business interest and recover the right of the company and/or the insured accordingly to the law;
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- Perform legal research; prepare accurate and timely reports, legal advice, cases files, and other legal documents.
- Follow the established procedures and assist in a variety of assigned legal projects. Provide legal advice and counsel within area of expertise to functional or operational areas managers to ensure that their current or proposed activities, policies, business practices, and transactions comply with all relevant laws and regulations.
- Maintaining claims statistic & sort out the claims problems; analyse and synthesize action plans to improve the work quality and the working system as a whole;
- Perform other tasks as advised by Supervisor and HoD.

Key requirements/What you bring:

- English or French Language Proficiency
- Bachelor degree in legal with Experiences preferable
- Good knowledge Lao legal judicial system
- Basic MS Office software applications
- Able to follow instructions and adapt to working environment with minimal supervision
- Good spoken and written communication skills in Lao

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 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.

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