

LEGAL OFFICER – LEGAL & COMPLIANCE DEPARTMENT



Location
Vientiane, Laos



Job level
Graduate with Bachelor or Master degree

Key responsibilities/What you do

- Redaction and Management of contract: Draft and/or translate legal letters and agreements (related to the activity of the structure) and non-business (related to the operation of the structure, in support to the department.
- Litigation: assist the preparation for Lawsuit and fill complaint to the court and Follow-up the court cases /Action- Mediation / the judgment /Appeal - The enforcement to protect business interest and recover the right of the company and/or the insured accordingly to the law
- Assist the Chief Legal & Compliance Officer (CL&CO) to represent the organization and/or assist customers in legal proceedings in before courts, government agencies, or other authorities.
- Assist in drafting or amend, review and /or recommend modifications to the insurance sector before and after law or regulatory changes related governing the company internal procedure.
- Assist in the formulation, implementation and/or amendment of the company procedures and the staff training for compliance of these changes.
- Assist with the process of (Law) transposition translation for compliance purpose as per required
- Assist in representing in all legal insurance meetings, conferences as required
- Follow-up non-insurance regulatory regulation for compliance Maintain proper corporate interactions with the relevant local authorities and governmental bodies and legislatures.

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

Apply now

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

→ <https://www.agl.com.la/career/>