

Join us. Let's care For tomorrow.

ALLIANZ INSURANCE LAOS

Senior Legal Officer (Legal & Compliance Department)



Location
Vientiane (Laos)



Job level
Graduate, Law



Legal,
3 years experience



Full time

About Company

Allianz Insurance Laos is one of the most trusted insurance in Laos, established since 1990. Caring for our employees, their ambitions, dreams and challenges, is what makes us a unique employer. Together we can build an environment where everyone feels empowered and has the confidence to explore, to grow and to shape a better future for our customers and the world around us. Join us. Let's care for tomorrow.

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: Prepare 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 purpose such as: Lao Consumer law & regulations, Lao intellectual property, Lao AML – Anti-fraud – Anti Corruption regulations and law, Data Privacy.

- Maintain proper corporate interactions with the relevant local authorities and governmental bodies and legislatures
- Submit work report on targets achieved together with an appraisal report to CL&CO; and management team as required
- Update Integrity committee on monthly basis on the status of the Legal Cases
- Send Monthly Legal report to AZAP
- Assist Claims Department with Garage & Hospital Network Selection and Review
- Active member of the Investigations committee, Fraud Committee and Anti-Corruption Committee.
- Act as the Antitrust Coordinator and carry out Annual Antitrust training with AZAP and exposed employees.
- Have CEO sign the Annual Antitrust statement.
- Active member of the AML committee. Be the contact with the AMLIO.

Key requirements/What you bring

- Bachelor degree in legal, with 3 years experiences
- Good knowledge lao legal judicial system
- Knowledge of the insurance legal framework is a plus
- 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
- English or French Language Proficiency

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 Tel: (21) 215903, Ext: 218

→ www.azlaos.com/en_LA/career.html

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