

# 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

## 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: 303

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