



**Allianz General Lao (AGL)**, the leading insurance company in Laos, was established in 1990. AGL is a joint venture between the Ministry of Finance of Lao PDR (MoF) and Allianz SE, the world leading insurance and financial services provider. With over 25 years experience in Laos, the AGL enjoys a very good reputation among local and international customers. We provide friendly working environment, mixture of different culture and competitive salary. Now, we are looking for dynamic employee to join with us in Headquarter office in Vientiane as below position:

### **Legal Officer (1 Position)**

#### **Duties and Responsibilities:**

- 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;
- 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;
- 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; analyze 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.

#### **Qualifications & Skills requirements:**

- Minimum Bachelor Degree in Law;
- At least 2 years experiences in legal or similar nature of work;
- Strong knowledge on Traffic Road Law;
- Experience in the field of Traffic Safety or similar responsibilities will be considered as a plus;
- Male between 25-30 years old with good health;
- Good command of written and spoken English;
- Minimum basic computer skills e.g. MS Word, MS Excel, MS Outlook (Email), etc;

- Negotiation and communication skills;
- Good personality, willing to learn and be able to work in team;
- Be able to work in a dynamic & under pressure environment;
- Good presentation, Polite & Friendly as to work with multicultural clients and colleagues.

**AGL offers:**

- **Competitive salary**
- **Great career progress opportunities**
- **Comprehensive on job training**
- **A friendly and supportive work environment**

Only Laos Nationality is eligible to apply. Interested applicants meeting the above requirements should submit their resume including a recent photo in passport size with cover letter describing your suitability for the role, career aspiration and salary expectation, and copied certificates to AGL Human Resources Department.

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