



Job Description	
Title	: Senior Legal officer
Department	: Credit Operation Department
Level	: Executive/Senior
Location	: HQ, Vientiane – Lao PDR
Reports to	: Unit Head of legal & Discovery
Key Responsibilities	
<ul style="list-style-type: none"> Follow up with case which has already determined of term of payment to collect back money. Take record of all amount of collected money from cases Manage on repossessed property to be in proper keeping. Manage on processing of auction for sale repossessed collateral; Search for potential buyer to buy the repossessed collateral which's announcing for sale. Manage on restructuring loan, arrange for all support document for restructuring loan. Calculate penalty and interest of loan to support in court/police process. Work on all report of legal recovery unit to report to head of section, head of collection department or management team. Follow up as assignment from the head of unit. 	
Requirements	
<ul style="list-style-type: none"> Punctually to be adhered at all time for entire team and action to be taken Be able working overtime/ and at same time manage overtime Ability to work under pressure with optimum Quality Good at time management in order to meet the deadline. Quick Learner and eager to learn more role Ability to complete all works timely as per operation and supervisor's needs Be detail-oriented & meticulous Be obedient to supervisor Ability to handle with unexpected situation happen during working hours Able to support team member Ability to work independently and as a team Lead by example and develop the next successor Be fair with all staff and make decision as and when is required. Help/support with another department Flexible and Supportive to Auditors (Internal/External), BOL, HQ in Japan, SUs, etc. Skills and Knowledge 	

Note: This JD has been updated as at xxx xxx xxx and is meant as a guide. It is subject to reviews and adjustments as deemed necessary for MJBL's strategic & business requirement