

ABOUT BFL BRED Group

Born as a partnership between BRED a French bank and BCEL, Banque Franco-Lao (BRED Group) identity combines a French flavor and a local presence. BRED Group was created as a cooperative bank by entrepreneurs in 1919, and kept this entrepreneurship spirit since its creation along with a strong community involvement and promotion of new initiatives.

Innovation in the banking sector has become a key, not only in terms of digital solutions, but also through the advice that we propose to our customers. What we want to put at the heart of our action is a better understanding of our customer's projects, in order to build proximity and strong partnership with our customers, through dedicated Personal Bankers, reactivity to their questions and tailor-made solutions.

Senior Corporate Affairs Advisor

KEY RESPONSIBILITIES

- Liaise with external stakeholders and government authorities to ensure ongoing cooperation and strengthen relationships.
- Manage and circulate all incoming and outgoing correspondence documents.
- Review and update all corporate documents of BFL to comply with updated laws and regulations (Enterprise Registration Certificate, Investment License, Articles of Association, Capital Importation Certificate, and others).
- Review and manage corporate agreements/contracts to ensure advantage of BFL, including registration, amendment, termination or renewal of contract terms and conditions.
- Participate in Board of Directors Meeting, Shareholder Meeting and Executive Management Meeting as minute taker, summarizing, translating and submitting reports to Bank of Laos as/if required.
- Monitor and circulate any new amendments of laws and regulations to relevant departments.
- Participate in external meetings/seminars on behalf of BFL as appointed by the CEO.

KEY REQUIREMENTS

- Master's degree in International Relations, Business Law or related field of study.
- At least 7 years of working experience in similar roles within Banking Sector, NGOs and / or Government.
- Proven experience in taking meeting minutes and translating official documents.
- Strong knowledge of Lao Laws especially Law on commercial bank, Law on enterprise and Law on investment promotion and other relevant regulations related to banking sector.
- Strong work ethics and always maintain confidentiality.
- High commitment and able to work under pressure.
- Lao native speaker, proficiency in English and Microsoft Office (Words, Excel and PowerPoint).

STAFF BENEFITS

- Training and Development Opportunities.
- Attractive Salary.
- Staff Loan Benefit at Low Interest Rate.
- Selected Employee Health Insurance on top of Social Security Benefit.
- Annual Salary Review and Bonus.
- Quarterly budget for team building/social gathering.
- Other discretionary benefits.

Apply now via email: recruitment@bfl.la
Closing date for applications is 16th of August 2022