

Officer Grade II - Principal Officer, Legal & Recovery

JOB CONTEXT: The incumbent will be working in United Finance's Special Assets Management department. The position is open for regions in both Dhaka & Outside-of-Dhaka.

ROLE:

Rank: Officer Grade II - Principal Officer

Job Location: Anywhere in Bangladesh

Reports to: Head of Special Assets Management

Department: Special Assets Management

CORE RESPONSIBILITIES:

- Visit and negotiate with litigated clients (outside of Dhaka) to collect receivables.
- Arrange to execute the arrest warrant against default clients.
- Supervise the repossession and sale of the leased/mortgage assets.
- Ensure compliance of all regulatory requirements and laws as per their guidelines.
- Maintain liaison with regulators, law enforcement authority, law chambers, recovery agents, etc. Represent the company before the CMM Court, Judge Court and the High Court of both Criminal & Civil jurisdiction.
- Review the complaints, written statements, legal notices, writ petition and various other documents relating to litigation.
- Conversant with Artha Rin Adalat Aain, 2003, Negotiable Instrument Act, Civil and Criminal law, Labour Laws, Bank Companies Act, Transfer of Property Act etc.
- Maintain liaisons and communications with law firms as well as concern law and enforcement authority ensuring all legal matter related to warrant and recovery issues.
- To perform general legal services for the company, including direction on corporate and commercial issues, contract documentation, litigation matter and others related issues.
- Provide timely and relevant management information and ensure regulatory reporting within deadline on regular and on demand basis.
- Solve the legal matters by following relevant laws and regulations.
- Case information input in Bangladesh Bank Data Base Management web portal.
- Assist in preparing departmental reports.
- Monitor the panel Lawyers for the progress of cases.

EDUCATIONAL REQUIREMENTS

- Minimum CGPA 3 out of 4 in Graduation /Post-Graduation with a major, preferably in Law, from any reputed university

EXPERIENCE REQUIREMENTS

- Minimum 4-6 years of experience in Recovery/ Legal/ Mortgage support
- Candidates with experience from Banks & NBFIs will get preference

United Finance Ltd. is an equal-opportunity employer.

Interested candidates are encouraged to share their updated resume at "HR@ulc.com.bd", mentioning NID number and attaching recent photograph, mentioning the position name in the subject line of the mail.

Application Deadline: May 25, 2021