

INSPIRING WORK
SERIOUS PLAY

POSITION: MANAGER – GOVERNMENT ENGAGEMENT AND REGULATORY ASSESSMENT

DEPARTMENT: LEGAL AND GOVERNMENT AFFAIRS

LOCATION: VIENTIANE HEAD OFFICE

ROLE OVERVIEW

Be at the forefront of regulatory engagement and corporate governance by serving as the key liaison between the organization and government authorities. In this strategic role, you will manage official communications and regulatory submissions, monitor legislative developments, and conduct regulatory impact assessments to help the business navigate change, mitigate risks, and maintain compliance while supporting sustainable growth.

WHAT YOU'LL BE DOING

- Lead the review of new draft laws and decrees with internal teams and draft the Company's official feedback.
- Follow new laws through government channels from early drafts through final signing.
- Establish and maintain a central repository for incoming and outgoing government letters, decrees and official notices.
- Sort, log and promptly route incoming government correspondence to the appropriate department heads.
- Organize meetings with government officials and ensure outgoing documents use the correct formal layout and titles.
- Prepare clear and detailed meeting notes recording agreements, key policy changes and next steps.
- Maintain an active tracker of government deadlines, commitments and meeting follow-up actions.
- Coordinate with internal department heads to ensure government commitments are completed on time.
- Perform other duties assigned by the line manager.

WHAT WE'RE LOOKING FOR

- Bachelor's or Master's degree in Law, Public Administration, Communications or Political Science.
- At least 5 years of experience in legal administration, executive liaison or government documentation management.
- Ability to analyze draft laws, identify business risks and conduct regulatory impact assessments.
- Fluent written and spoken English, including the ability to translate laws into clear management summaries.
- Advanced Microsoft Word and Excel skills, including digital filing, forms and document workflows.
- Strong regulatory analysis and impact-assessment capability.
- Excellent formal correspondence, meeting-note and management-summary writing skills.
- Strong interpersonal skills to build rapport with officials and coordinate internal stakeholders.
- Strong organization, document-control and deadline-tracking skills.
- Sound judgment, attention to detail and ability to operate effectively under pressure.

OUR GROWTH CULTURE

Semper Ardens

- Always burning, striving for more
- Sets clear and stretch objectives and rigorously tracks delivery
- Seizes opportunities, embraces and drives change

Positive energy and compassion

- Proactively aligns self and team towards agreed priorities
- Actively promotes 'one-team' spirit and collaboration across functions

Consumer Passion

- Anticipates and acts on the needs of consumer/customer/society
- Always have the consumers interest at the heart of all decisions.

Decide fast and deliver with excellence

- Takes and executes decisions with quality and speed
- Plans effectively, sets priorities and puts ideas into practice
- Takes into account details and big picture when solving problems

Empower, support and grow our people

- Involves and inspires others and gives people responsibility
- Listens actively and wins others over to win-win solutions
- Detects and encourages talent and coaches towards company targets

HOW TO APPLY

Submit your updated CV and cover letter (in English) to recruitment@beerlao.la before the application deadline on **20th November 2026**. For more detail, please contact our recruitment team: Tel: 020 56556272.

BREWING FOR A BETTER TODAY AND TOMORROW

For us success has always been in the diverse mix of our people, our beers, and our brands. At Lao Brewery, we want to recruit and develop people with a global mindset, cultural understanding, and international experience to ensure that our organization stays agile, inclusive, and prepared for future growth. Only by acknowledging and harvesting from different perspectives and experiences, we will gain competitive advantage and leverage the effect of diversity for business growth. LBC aims to create equal access to opportunity regardless of social identity, and we encourage everyone to apply regardless of gender, nationality, race, religion, or any oth er characteristics protected by law.



Lao Brewery

Carlsberg Group