



POSITION: LEGAL MANAGER

DEPARTMENT: LEGAL AND COMPLIANCE

LOCATION: VIENTIANE CAPITAL

KEY RESPONSIBILITIES

- Prepare, review, and revise various contracts legal document, ensuring clarity, accuracy, and legal compliance in both Lao and English.
- Support business units by offering timely and practical legal guidance that aligns with local laws and business objectives.
- Oversee applications and renewals for trademarks, patents, and copyrights, and maintain accurate IP records to protect the company's innovations and brand.
- Conduct regular reviews of internal policies and manuals to ensure compliance with laws and regulations related to competition, privacy, and other key areas.
- Help enforce internal ethics and compliance systems, ensuring that misconduct reporting channels are functioning effectively and in line with regulatory standards.
- Organize and present training sessions on legal topics such as contract management, IP rights, compliance procedures, and employee onboarding.
- Work with Legal & Compliance team regarding the internal processes related to legal an in monitoring legal department spending and ensuring budget efficiency.
- Handle various legal tasks and administrative duties to support the smooth operation of the Legal & Compliance Department.
- Handle and support other ad-hoc work/s as assigned by the line manager.
- Support on the internal investigation or litigation case discussion and follow up regarding the contract dispute or other type of cases together with Legal & Compliance team and/or as assigned by line manager.

QUALIFICATION REQUIRED

- Bachelor's degree in Lao PDR Law (qualified Lao lawyer preferred).
- Minimum 5 years of experience in legal or compliance roles, with team leadership exposure.
- Fluent in Lao and English, with strong legal translation and communication skills
- Solid legal knowledge, detail-oriented, and accountable.
- Strong interpersonal, presentation, analytical and teamwork skills.
- Proactive, able to lead initiatives and take responsibility.
- Capable of working under pressure and meeting tight deadlines.

HOW TO APPLY

Submit your updated CV and cover letter (PDF in English) to recruitment@beerlao.la before the application deadline on **21st Sept 2025**. For more detail, please contact our recruitment team: 020 56556272 (Call only) Mon-Fri 8:00 – 17:00

Noted: Only shortlisted candidates will be contacted for interview

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 other characteristics protected by law.

