

BUILDING NETWORKS BEING CHALLENGED



POSITION: PROCUREMENT CATEGORY BUYER
DEPARTMENT: PROCUREMENT
LOCATION: HEAD OFFICE, VIENTIANE CAPITAL
CONTRACT: 01 YEAR (POSSIBLE TO EXTEND)

WHAT YOU'LL BE DOING

- To perform the day-to-day procurement operations in an effective and efficient manner within the policies & procedures set by the company
- Sourcing of products & services based on initial brief provided
- Preparing bidding documents based on product specifications provided by users.
- Solicit bids or quotations from vendors via RFQ/RFP/volume forecast.
- Tabulate bids & compare bid prices and material samples.
- Negotiate to secure the most competitive prices & terms
- Approved PRQ (delegate from Manager)
- Prepare sourcing summary/contracts/agreements.
- Coordinating branded product samples for approval
- Spending analysis, understanding Purchase Price Variance.
- Ensure deliveries as planned
- Sourcing & assessment of new vendors
- Support existing vendor performance monitoring & evaluation.
- Maintain proper filing system for all related purchasing documentations to ensure compliance.
- Prepare monthly procurement source to pay report.
- Contract management/saving management/pricing management.
- Laisse with shipper/transporter/shipping agency.
- Saving tracker
- Drive Carlberg Excellence for Procurement



WHAT WE'RE LOOKING FOR

- At least bachelor's degree in business administration, finance, management or related.
- Good communication in English, Chinese (Optional)
- Minimum 3 years relevant procurement experience within all aspects of strategic and tactical procurement on local level and sourcing experience
- Experience in sourcing of Advertising & Promotions categories and contract negotiations
- Experience in sourcing of materials and services and contract negotiations
- Technical knowledge & understanding of category specifications
- High level of integrity & positive work ethics
- Good negotiation and problem-solving skills
- Ability to plan & communicate effectively with all levels
- Ability to work independently and as part of a dynamic team

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 **05th November 2026**. For more detail, please contact our recruitment team: Mobile/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 other characteristics protected by law.

