

# LOCAL EMPLOYMENT OPPORTUNITIES



**Lao Brewery**

Lao Brewery Company Limited (LBC) is part of Carlsberg Group and the leading brewery company in Laos with business spanning across Beer, Soft Drinks, Water, and Wine. In Laos, LBC owns and operates three factories: Vientiane Brewery, Pepsi Plant, and Pakse Brewery which together has capacity to produce and distribute to meet demand across all of Laos, as well as abroad. LBC has 2,100 employees mainly of Laotian nationality, working in mainly Laotian and English, and operating under Carlsberg's global values and principles

LBC's brands are leading in each of the categories they are competing in. In beer major brands are: Beerlao, Carlsberg, Somersby, 1664 Blanc, Tuborg, and Lanexang. In Soft Drinks the portfolio includes Pepsi, Mirinda, 7UP, Sting, and Soda Lao. In Water the portfolio consists entirely of the Tigerhead Brand.

**Position: Recruitment Intern**

**Department: Human Resources**

**Location: Vientiane Head Office**

## KEY ACCOUNTABILITIES

- Assist with the sourcing and screening of candidates for open positions.
- Research and identify qualified candidates through various channels, including job boards, social media, and professional networks.
- Review resumes and cover letters to assess candidate qualifications and skills.
- Schedule and coordinate the interview with hiring managers.
- Prepare candidate interview materials and onboarding paperwork.
- Maintain accurate and up-to-date records of all recruitment activities.
- Assist with the development and implementation of recruitment strategies.
- Assist with renewal of employment contract
- Other tasks might be assigned by supervisor

## QUALIFICATION REQUIRED

- Fresh graduate in Human Resource, Business Administration or equivalent required
- Good communication and interpersonal skills
- Proficiency in English
- Proficiency in Microsoft Office Suite (Words, Excel, PowerPoint, Outlook)
- Knowledge in general HR and recruitment and good understanding of the recruitment process.
- Detail-oriented and able to work multiple tasks simultaneously

## HOW TO APPLY

Submit your updated CV and cover letter (PDF in English) to [recruitment@beerlao.la](mailto:recruitment@beerlao.la) before the application deadline on **28 January 2024**

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

**SCAN HERE**

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