

INSPIRING WORK SERIOUS PLAY



POSITION:

EXPORT EXECUTIVE

DEPARTMENT:

SALES

LOCATION:

VIENTIANE HEAD OFFICE

ROLE OVERVIEW

This role will be responsible for day-to-day Export sales activities and therefore maximize sales of Beerlao products in a defined list of Export Markets with particular responsibility for prospecting for new businesses. An integral part of the role is collection of accounts.

WHAT YOU'LL BE DOING

- Responsible in managing export shipments and other relevant to export tasks.
- To operate and align monthly export production plan between customer orders and planning department.
- Responsible for arranging export shipment on time as per customer schedule.
- Responsible for growing and achieving export sales target by customer & market.
- Responsible for new export customer inquiries
- Responsible in developing, sustaining, monitoring and managing existing export accounts.
- Increase sales through penetration of our products range in all export markets.
- To timely coordinate loading schedule for export customers, check FG stock, alignment with warehouse and report to customers.
- Creating Proforma invoice, shipping documentation, form certificate of origin for export customers and purchase request for external freight forwarders.
- Key in export sales after shipment then proceed to call center to create order in the system and create export sales in the daily sales report.
- To review export distribution agreement, report the expiry date to head of export and fulfil legal matters such as TSS, TPS and others.
- To implement and align labeling requirement standard with export customer to set packaging standard for packaging dept to implement. This applies to specific labels and back label sticker according to the country's standards.
- Coordinate, align and support internal departments such as planning, production, QC, warehouse, procurement, marketing, finance & health and safety for export routine and customer needs.
- Coordinate, align and support external parties such as Logistic company, shipping agent, customer and government dept.
- Handle & coordinate Inter-Company exports (IC).
- Building and maintaining good working relationships with customers.
- Ability to communicate effectively with all levels & build rapport with customers.
- Be involved with Head of Export in conducting business reviews and problem solving with customers.
- Coordinate with Lao Chamber of Commerce on Trade fair participation in Export Markets.



WHAT WE'RE LOOKING FOR

- Bachelor's degree in Business Administration or a related field
- Minimum of 3 years' experience in sales
- Strong written and spoken English; proficiency in additional languages is an advantage
- Excellent communication, interpersonal, and presentation skills
- Highly driven and proactive, with a strong results orientation
- Collaborative team player who can also work independently
- High level of integrity and professionalism
- Professional appearance and a friendly, approachable manner
- Proficient in Microsoft Word, Excel, and PowerPoint

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

Please submit your updated CV and cover letter (in English) to recruitment@beerlao.la before the application deadline of 20th October 2026. For more details, please contact our recruitment team at 020 56556272 or 020 57895255.

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.

