



BUILDING NETWORKS BEING CHALLENGED

- POSITION:** PEOPLE & CULTURE INTERN
- DEPARTMENT:** PEOPLE & CULTURE
- LOCATION:** HEAD OFFICE, VIENTIANE CAPITAL
- DURATION:** 3 MONTHS (POSSIBLE TO EXTEND)

WHAT YOU'LL BE DOING

- Support employer branding activities by optimizing company profiles, websites, and social media branding for hiring.
- Support projects within P&C in line with regional and global agenda
- Assist in the enforcement of company culture, management of the working environment, internal events, and employees experience.
- Support P&C Director in project management and tracking

Administration and data analysis:

- Updating company databases by inputting new employee contact information and employment details.
- Assist in tracking employee leave requests and ensuring data in the system is updated accordingly.
- Support the HR team in ensuring that all processes comply with labour law and organizational policies.
- Assist People & Culture Director as required.

WHAT WE'RE LOOKING FOR

- Current study or completed bachelor's degree in human resource management, business administration or equivalent.
- Preferably between 3-6 months internship duration.
- Strong analytical and problem-solving skills
- Good communication in English is advantage.



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 **11th May 2026** Tel: 020 56556272. For more detail, please contact our recruitment team: Mobile 020 56556272 (call only) working day (Mon - Fri 8:00 - 5:00)

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.

