

# BUILDING NETWORKS BEING CHALLENGED



**POSITION:** DMS ADMINISTRATION  
**DEPARTMENT:** SALES  
**LOCATION:** VIENTIANE HEAD OFFICE

## ROLE OVERVIEW

This role is responsible for ensuring the effective operation, accuracy, and reliability of the Distributor Management System (DMS) and supports distributor operations, sales execution, trade offers, reporting, and system improvements, acting as a key link between distributors, field teams, and internal stakeholders to enable smooth business operations and informed decision-making.

## WHAT YOU'LL BE DOING

- Administer and monitor daily DMS operations to ensure accurate transactions, distributor stock control, outlet status, and customer mapping.
- Provide system support and on-site coaching to distributors and warehouses to improve DMS usage and operational compliance.
- Support DMS system development and enhancements, including business requirement analysis, data preparation, testing (UAT), and go-live support.
- Prepare, consolidate, and distribute daily, weekly, and monthly reports related to sales, stock, orders, deliveries, GRN, inventory gaps, complaints, and claims.
- Manage trade offer processes, including sales data consolidation, calculation, system uploading, delivery tracking, claims processing, and reporting to management and field teams.
- Maintain and update distributor master data, outlet registration and closure information, and distributor databases.
- Coordinate with sales teams, field teams, trade marketing, and warehouses to resolve system or operational issues.
- Support product distribution activities such as Auto Stock, Pre-move projects, new SKU launches, and promotional activities.



## WHAT WE'RE LOOKING FOR

- Bachelor's degree in IT, Business Administration, Information Systems, Supply Chain or a related field
- Minimum 2–3 years experience in DMS administration, sales operations, distribution support, or system support roles
- Good English communication skills (reading, writing, and basic communication)
- Basic understanding of ERP systems and business process integration
- Experience with BI tools, data extraction, and reporting preparation
- Good data accuracy mindset with analytical and reporting skills
- Proficiency in Microsoft Excel and data handling tools
- Good communication, coordination, and problem-solving skills
- Ability to manage multiple tasks and meet deadlines independently
- Occasional travel within and beyond Laos.

## 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](mailto:recruitment@beerlao.la) before the application deadline on **08<sup>th</sup> Jul 2026** For more detail, please contact our recruitment team: Mobile 020 56556272 & 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.

