

BUILDING NETWORKS BEING CHALLENGED



POSITION: ASSISTANT TO MANAGER – EXPORT SALES & OPERATIONS
DEPARTMENT: SALES
LOCATION: VIENTIANE HEAD OFFICE

ROLE OVERVIEW

The role will be responsible for managing export sales operations, customer accounts, logistics coordination, and business development activities to achieve export sales targets and ensure timely delivery of Beerlao products to international markets.

WHAT YOU'LL BE DOING

Export Sales & Business Development

- Achieve export sales targets across assigned markets and customers.
- Develop and manage relationships with existing distributors and customers.
- Identify and pursue new business opportunities and export markets.
- Conduct customer business reviews and support resolution of commercial issues.
- Support participation in trade fairs, exhibitions, and market development activities.

Export Operations & Logistics

- Coordinate customer orders with production planning to ensure product availability.
- Manage export shipments and ensure on-time delivery according to customer requirements.
- Coordinate loading schedules, inventory availability, and warehouse activities.
- Liaise with freight forwarders, shipping agents, and logistics providers to ensure smooth export operations.
- Handle inter-company export transactions and related activities.

Documentation & Compliance

- Prepare and manage export documentation, including Proforma Invoices, Certificates of Origin, shipping documents, and other regulatory requirements.
- Ensure compliance with export regulations, customer specifications, and country-specific labelling requirements.
- Monitor distribution agreements and support contract administration activities.
- Maintain accurate export sales records and reporting.



Cross-Functional Coordination

- Collaborate with Planning, Production, Quality Control, Warehouse, Procurement, Marketing, Finance, and HSE teams to support export operations.
- Coordinate with external stakeholders, including customers, government agencies, logistics providers, and industry associations.
- Support collection of customer payments and account reconciliation activities.

WHAT WE'RE LOOKING FOR

- Bachelor's degree in Business Administration, International Trade, Logistics, Supply Chain Management, Marketing, or a related field.
- Minimum 3–5 years of experience in Export Sales, International Trade, Logistics, or Customer Account Management.
- Experience managing export documentation, shipping processes, and international customer accounts.
- Knowledge of international trade regulations, Incoterms, customs procedures, and export compliance requirements.
- Experience working with cross-functional teams and external stakeholders.
- Professional certification in Export Management, International Trade, or Logistics is an advantage.
- Experience with ERP systems (SAP or similar) is preferred.
- Proficient in Microsoft Office applications, particularly Excel and PowerPoint.
- Good command of Lao & English, both written and spoken. Additional languages are an 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 **06th 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.

