

BUILDING NETWORKS BEING CHALLENGED



POSITION: TALENT ACQUISITION EXECUTIVE
DEPARTMENT: PEOPLE & CULTURE
LOCATION: VIENTIANE HEAD OFFICE

ROLE OVERVIEW

This role is to manage the full recruitment cycle and develop effective talent acquisition strategies and sourcing candidates to conducting interview, negotiating the offers, contract and preparing onboarding. An incumbent will work collaboration with hiring managers to fill the vacancies and actively sourcing the candidate, approach the passive candidates, building broaden connection, tracking applications and maintain candidate database.

WHAT YOU'LL BE DOING

- Manage the full recruitment lifecycle, including job posting, sourcing, screening, interviewing, selection, job offers, employment contracts, onboarding, and candidate follow-up.
- Develop and execute talent acquisition strategies to meet business hiring needs in line with Carlsberg Talent Acquisition standards and DE&I principles.
- Support Talent Acquisition Manager and P&C Business Partner to understand workforce requirements, hiring priorities, and business challenges.
- Source candidates through multiple channels, including job portals, social media, employee referrals, agencies, career fairs, educational institutions, and direct search.
- Build and maintain talent pipelines for key and recurring positions to support future hiring needs.
- Ensure a consistent, compliant, and positive candidate experience throughout the recruitment process.
- Maintain recruitment reports, dashboards, hiring metrics, and accurate recruitment records within HR systems.
- Support employer branding initiatives by creating and promoting recruitment content and representing LBC at career fairs, campus events, and other talent attraction activities.
- Develop partnerships with universities, recruitment agencies, and external partners to strengthen internship, graduate recruitment, and talent pipeline programmes.
- Support workforce planning by monitoring vacancies, succession planning, replacement planning, probation reviews, and recruitment-related HR processes.
- Ensure compliance with LBC policies, Internal Working Rules, and OHSE requirements.

WHAT WE'RE LOOKING FOR

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum 3 years' experience in talent acquisition and employer branding, preferably in an FMCG or multinational environment.
- Proven experience in recruitment strategy, stakeholder management, and talent pipelining.
- Strong knowledge of end-to-end recruitment, sourcing, and employer branding.
- Excellent communication, interviewing, stakeholder management, and influencing skills.
- Good organizational, project management, and problem-solving skills.
- Understanding of workforce planning, talent management, DE&I, and Lao Labour Law.
- Proactive, adaptable, creative, and fluent in English.

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 **28 JULY 2026**.

For more detail, please contact our recruitment team: Mobile 020 56556272

CARLSBERG GROUP: 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 Carlsberg, 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, will we gain competitive advantage and leverage the effect of diversity for business growth. Carlsberg 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.