



POSITION: INVENTORY MANAGER
DEPARTMENT: LOGISTICS AND PLANNING
LOCATION: VIENTIANE BREWERY PLANT

KEY RESPONSIBILITIES

An incumbent is responsible for overseeing and managing all aspects of inventory within the organization. This role involves maintaining optimal stock levels, ensuring inventory accuracy, and implementing effective inventory control procedures. The Inventory Manager collaborates with procurement, sales, and warehouse teams to support operational efficiency and meet business objectives.

- Inventory counts are recorded accurately and on time with quantities, BBD, SKU, Batch and clearly displayed as per standards
- Compliance to the freshness, rotation policy & FIFO maintenance in warehouse
- Ensure stock age reports are completed and submitted on time
- Inventory concession policy applied & approved in alignment with commercial as per product age standards
- All obsolescence stock is decanted as per standard policy & procedure
- Independent inventory counts are conducted on all stock & reconciled to Navision
- Inventory count discrepancies are identified, investigated, resolved & reported un-resolved commentary & action plans for all inventory discrepancies
- All physical movements of product are transacted in the system accurately & Manage route course failure analysis
- Breakages, Obsolescence & salvages stock are signed off & processed in the system accurately
- Manage, investigate, and decrease SKU variances
- Maintain Stock accuracy & adhere to the daily stock postings level as per the SOPs
- Ensure all claims are processed timeously with signed off backup documentation & reimbursed
- Manage the Warehouse function concerning inventory and oversee financial performance
- Analyze and report on monthly Inventory postings
- Provide input into management meetings regarding inventory movements
- Implement continuous improvement plans to improve both efficiencies, as well as services provided to stakeholders
- Mentor, coach & manage & identify development needs for the employees
- Ensure all documentation is signed off by relevant persons, filled & securely stores as per inventory control policy- inventory stock packs, shipment packs, gate register. Etc
- Conduct random verification checks on the security cameras & security in key points

QUALIFICATION REQUIRED

- At least bachelor's degree in supply chain management, business administration, finance and accounting or related field.
- Proven experience as an Inventory Manager or similar role.
- Strong analytical and problem-solving skills.
- Proficiency in inventory management software and MS Office Suite.
- Excellent organizational and leadership abilities.
- Effective communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.

HOW TO APPLY

Submit your updated CV and cover letter (PDF in English) to recruitment@beerlao.la before the application deadline on **31 August 2025**. For more detail, please contact our recruitment team: 020 56556272 (Call only) Mon-Fri 8:00 – 17:00

Noted: Only shortlisted candidates will be contacted for interview

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.

