



BUILDING NETWORKS BEING CHALLENGED

POSITION: CONTRACT MANAGEMENT SYSTEM ASSISTANT

DEPARTMENT: SALES

LOCATION: HEAD OFFICE, VIENTIANE CAPITAL

ROLE OVERVIEW

The CMS Assistant is responsible exclusively for paper-based contract handling, verification, and compliance checks. The role focuses on physical document accuracy, completeness, and timely submission to the Legal team. The CMS Assistant performs Hard Copy Tracking after contract activation or termination.

WHAT YOU'LL BE DOING

Paper Contract Verification & Documentation

- Collect, verify, and process hard-copy contracts, including new, renewal, and extension contracts.
- Review signed paper BAF forms and paper contracts against printed CMS records provided by the Sales or CMS Admin team.
- Verify outlet owner identification documents (ID card, passport, or family book) against contract and BAF information.
- Validate copied business licenses against supporting identification documents.
- Review original third-party screening letters against copied passports.

Compliance Review & Correction Support

- Conduct daily compliance checks on received hard-copy contracts.
- Reject and return paper contracts with errors or missing information to the Sales team for correction.
- Perform back-office corrections (printing, compiling, completing missing pages) when issues are resolvable internally.

Legal Submission & Tracking

- Organize verified and compliant contracts and submit them weekly to the Legal team.
- Manage contracts rejected by Legal by distributing them to Sales teams and tracking resubmission status.
- Verify signed termination letters and submit them to the Legal team.

Paper Record Management

- Update hard-copy contract tracking and status records in SharePoint.
- Maintain accurate physical and electronic logs of submitted, rejected, and completed contracts.

Reporting

- Report the daily operations to CMS Manager and Head of Sale Capability and Execution.



WHAT WE'RE LOOKING FOR

- Bachelor's degree in business administration, Law, Accounting, Finance, Management, IT, or other related fields.
- 1–3 years of experience in administrative, contract documentation, compliance, management information system (MIS) or data support roles.
- Ability to verify contract documents and supporting materials accurately.
- Strong skills in organizing, tracking, and maintaining paper-based contracts.
- Ability to review documents against company policies, requirements and system records' data.
- Able to coordinate with Sales teams and internal departments for corrections.
- Capable of handling daily contract volumes and weekly contract submission deadlines.
- Responsible handling of sensitive contract and customer information.
- Proficient in Microsoft Suites (Word, Excel, PowerPoint, Outlook & Teams)
- Fluent in English (speaking & writing)

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 **27th April 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.

