



**SMARTER  
WORKING**

**FORCES  
JOINING**

**A VERSATILE  
YOU IS  
BREWING**

**POSITION: ASSISTANT PARTNER CLUB MANAGER**

**DEPARTMENT: SALES**

**LOCATION: VIENTIANE OFFICE**

### **KEY RESPONSIBILITIES**

- Assist PC Manager to Develop a solid understanding and relationship with Partner Club.
- Assist PC Manager to Identify new opportunities and initiatives to drive more sales and profitability.
- Support PC Manager to Analyse campaigns and loyalty program offers.
- Coordinate accordingly with third party for loyalty program organizing.
- Assist to PC Manage all budget monitoring and tracking effectively.
- Coordinate with supplier/Agency.
- Assist PC Manager to create proposals & PRQ.
- Assist to coordinate with VTE Partner Club Committee activities.
- Assist to execute Key Pc projects such as: PC annual dinner parties, Sale competition program etc.
- Assist PC Manager to improve customer capabilities such as: outlet owner training, outlet staff training.
- Report for overview Data tracking and analysed
- Assist PC Manager to support on PC contract with Legal.

### **QUALIFICATION REQUIRED**

- Bachelor's degree in business administration, marketing, or related disciplines.
- Minimum 2 years in-depth knowledge about Loyalty programs and /or high-profile Customer management from service industry.
- Good in English Language communication (verbal and written).
- Good in Excel (Vlook up, pivot table, Dashboard, data analyze...), PowerPoint, and Outlook will be advantage.

- Strong collaboration skills: Teamwork is essential in this role, as this person will work very closely with all managers, and cross functional teams.
- Analytical skills: ability to link strategies and objectives to develop and execute a plan.
- Planning and assist to project management skills.
- Relationship building skill with customers is a priority.
- Above par communication and presentation skills; Coaching skills.
- Result oriented and proactive.

## HOW TO APPLY

Submit your updated CV and cover letter (in English) to [recruitment@beerlao.la](mailto:recruitment@beerlao.la) before the application closing date on **12<sup>th</sup> April 2025** Tel: 020 56556272. For more detail, please contact our recruitment team: Mobile 020 56556272 (call only) working day (Mon - Fri 8:00 - 5:00)

**Noted:** Only shortlisted candidates will be contacted for interview