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**Carlsberg**  
Group

**POSITION: LEGAL & COMPLIANCE SUPPORT OFFICER**

**DEPARTMENT: LEGAL**

**LOCATION: VIENTIANE HEAD OFFICE**

## KEY RESPONSIBILITIES

- Contract template monitoring and translation.
- Support the contract and legal and compliance document review.
- IP register update and monitoring.
- Regulatory update with initial assessment on weekly basis.
- Legal register log monitoring and report.
- Tracking legal document with relevant authority, (if any).
- Support the translation on some document into Lao/English if required.
- Provide the induction training and support the other legal and compliance training.
- Support on legal and compliance activity such as quiz, preparing slide, else.
- Support other tasks as assigned by line manager.

## QUALIFICATION REQUIRED

- Bachelor's degree in law or any related fields
- Fluent in English and Lao Language
- Qualified lawyer, (if any)
- Strong inter-personal, presentation and communication skills.
- Good team player.
- Able to work under pressure and to meet tight deadlines.

## 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 **18 March 2024** Tel: 02056556272.

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

**SCAN HERE**

**For More Vacancies**



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