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**POSITION: VIENTIANE INVENTORY CONTROLLER**

**DEPARTMENT: FINANCE**

**LOCATION: VIENTIANE HEAD OFFICE**

## KEY RESPONSIBILITIES

This role will report directly to the Finance Manager - Reporting in Finance department and will have overall responsibilities including but not limited as following:

- Responsible for sub-system and Navision reconciliation reports and follow up variances with relevance functional departments.
- Conduct random checks over supporting document.
- Perform random spot checks on warehouse controls to ensure that all relevant controls are in place.
- Prepare weekly issue summaries and monthly analytical reports (Empty returns, Finish Goods vs Empty Goods comparison, trend analysis).
- Prepare deposit liability tracking report (compare actual Empty goods with actual deposits issued in general ledger).
- Check Empty goods written off and adjustment documents.
- Participate in stock counts as assigned with Accounting Team and reconcile physical inventory with system records.
- Support project assignment from line manager

## QUALIFICATION REQUIRED

- Bachelor's degree in Finance/Accounting or relevant field
- 2-3 years relevant working experience in accounting/warehouse
- Thorough knowledge of basic accounting procedures and principles
- Good in English & Lao (writing and speaking)
- Proficient in MS Office, especially MS Excel, PowerPoint and Word
- Experience with accounting software is a plus
- Accuracy and attention to detail
- Work well under pressure and tight timeframe.
- Strong verbal and written communication skills

## HOW TO APPLY

Submit your updated CV and cover letter (PDF in English) to [recruitment@beerlao.la](mailto:recruitment@beerlao.la) before the application deadline on **08<sup>th</sup> March 2026**. For more detail, please contact our recruitment team: 020 56556272 (Call only) Mon-Fri 8:00 – 17:00. We look forward to receiving your application.

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.

