CareerLaos

CLTech Sole Co., Ltd
Vientiane Capital, Lao PDR
careerlaos.la

WE'RE HIRING

Interns – Sales, Customer Relations, Admin and Content (always open)

Real work on a live Lao job site, open all year round

Position	Intern (several places, always open)
Areas	sales, customer relations support, admin, social media and content
Reports to	the team member in your area
Duration	2–3 months, 5 days a week preferred
Location	Based in Vientiane Capital (CareerLaos office)
Working hours	Monday–Friday, 9:00–18:00
Start date	by agreement, all year round
Allowance	food and phone

ABOUT CAREERLAOS

Every year thousands of young Lao people finish school, college and university and look for work, while employers in Vientiane and the provinces struggle to find the right people. Most vacancies are still scattered across Facebook pages, groups and notice boards.

CareerLaos (careerlaos.la) is a new Lao job portal that brings them together in one place, in Lao and English. It is run by CLTech Sole Co., Ltd (Career Laos Technology Company Sole Limited), a Lao company based in Vientiane Capital. Employers post a job in minutes by uploading their job description or poster, jobseekers find jobs with smart search, and every applicant arrives in one place. Applying is always free for jobseekers.

The site is live and already has more than 200 open jobs. We are now building our first team. You will join a small, energetic team where your work makes a difference from the first week, and where people who use new tools such as AI to work smarter will do well. As CareerLaos grows, new roles open, and the first team will be first in line to lead them.

ABOUT THE ROLE

Want real work experience on a live website? As a CareerLaos intern you work alongside our team on the real work of growing a new Lao job site, with real employers and results you can put on your CV.

Tell us which area interests you most. You will get day-to-day coaching, learn new tools including AI, and see how a modern online business runs. CareerLaos is a start-up, so the pace is fast and you will learn something new every week.

CHOOSE YOUR AREA – WHAT YOU WILL DO

- **Sales:** find employers who are hiring, ask permission to post their jobs on CareerLaos, call and follow up, and log every contact.
- **Customer relations support:** answer simple questions from employers and jobseekers on Messenger, WhatsApp and phone, and pass employer leads to the team.
- **Admin:** post jobs from employers' posters and job descriptions quickly and accurately, do a first check of new jobs, and file documents in our online filing system.
- **Social media and content:** make daily Facebook posts and job posters in Canva, film and edit short videos on a phone, and write career tips, for the team to check before they go out.

WHAT WE ARE LOOKING FOR

- Final-year student or recent graduate in Business, Marketing, Media, Communications, Accounting or a related field
- Motivated, friendly and quick to learn new tools
- Good written Lao; basic English
- Uses Facebook daily; Canva, CapCut or AI tools are a plus
- Careful with details; uses Google Sheets or Excel
- For content: please send 2–3 sample posts or videos

WHAT WE OFFER

- Food and phone allowance
- A reference letter at the end of the internship
- Real work on a live website, with day-to-day coaching
- First chance at a job opening as CareerLaos grows

HOW TO APPLY

This role is based in Vientiane Capital, at the CareerLaos office.

Apply on **careerlaos.la**: press Apply on this job's page, or send your CV and a short cover letter by email to **info@careerlaos.la**. Please write the job title in the subject line, for example “Internship – Sales”. In your letter, tell us which area interests you and when you are available.

Applications are open all year, with no closing date.

Only shortlisted candidates will be contacted. Questions? Message the CareerLaos Facebook page. CareerLaos welcomes applications from all qualified candidates.