CareerLaos

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

WE'RE HIRING

Operations & Sales Manager

Lead our team and win the biggest employers in Laos

Position	Operations & Sales Manager, full-time, 1 position
Reports to	Managing Director
Leads	Website & Social Media Admin, Sales & Marketing Assistant, Admin & Finance Officer and interns
Location	Based in Vientiane Capital (CareerLaos office), with regular client meetings across the city
Start date	December 2026
Working hours	Monday–Friday, 9:00–18:00
Salary	10,000,000+ LAK per month

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

The Operations & Sales Manager runs CareerLaos day to day under the Managing Director. You plan the work, lead a small team, and grow our employer clients: from free posting today to paid job posts, packs and annual plans from January 2027.

You will be the face of CareerLaos to HR managers and directors at banks, hotels, NGOs, UN agencies, embassies and large companies. This is a founding role: you will shape how the company works and grow with it. CareerLaos is a start-up, so the pace is fast and you will need to learn quickly as the business and its technology grow.

KEY RESPONSIBILITIES

- **Run the business day to day.** Agree a monthly plan and targets with the Managing Director, turn them into weekly targets and call lists for the team, and lead a short stand-up every morning.
- **Win big organisations.** Build and keep a list of the largest employers in Laos, meet several of them every week, and present CareerLaos to HR heads and directors.
- **Sell from January 2027.** Sell job posts, packs, annual plans and corporate accounts at the published prices, negotiate agreements on terms the Managing Director has approved, and reach the monthly sales target.
- **Keep clients.** Stay the main contact for large clients, follow up after every job they post, solve problems quickly, and turn "please post it for us" employers into regular users.
- **Lead the team.** Train and coach the assistants and interns, check the quality of their work, and help select new staff as the company grows.
- **Oversee operations.** Make sure jobs are posted and checked on time, messages are answered, and invoices and payments are followed up. Make the final call on suspicious job posts, and make sure jobseekers' data is always protected.
- **Marketing.** Approve the weekly Facebook plan and every ad within budget, and plan campaigns with the team.
- **Partners and events.** Represent CareerLaos at meetings, job fairs and university events, and build partnerships.
- **Authorities.** Help the Managing Director keep the company in good standing with the tax office and other authorities, with every filing and renewal on time.
- **Report.** Send the Managing Director a short daily update and a one-page weekly report on jobs, employers, sales and cash.

A TYPICAL WEEK

- Every morning: team stand-up and the day's targets
- Every week: meetings with large employers, check of the team's numbers, approval of the Facebook plan and ads, one-page report to the Managing Director
- Every month: plan and targets agreed with the Managing Director; from January 2027, sales and money received reviewed

HOW SUCCESS IS MEASURED

- Large organisations met, and agreements signed
- Jobs live and employers posting, against monthly targets
- From January 2027: paid posts sold, money received, and invoices paid on time
- The team's targets met, and filings on time

WHAT WE ARE LOOKING FOR

- Bachelor's degree in Business, Marketing, Economics or a related field
- At least 3 years in sales, business development, recruitment, account management or operations
- Strong leadership: able to lead a small team, set clear targets and follow through
- Has met senior people in companies or organisations on your own, and can describe a deal or partnership you closed
- Fluent Lao, including formal letters; good spoken and written English for international clients

- Organised; reads a simple sales report and budget in Excel or Google Sheets
- Highly motivated and energetic, ready to move fast with a new business and new technology
- Knowledge of IT and new technology (websites, online systems, AI tools) is an advantage
- Experience in sales and marketing is an advantage, especially promoting a new product or service, online marketing and digital sales

Nice to have: Experience in recruitment, advertising, media, banking, telecoms, hotels or an INGO; a network of HR managers in Vientiane; Facebook ads; start-up experience.

WHAT WE OFFER

- Salary from 10,000,000 LAK per month, based on experience
- Yearly salary review, and a bonus when the company reaches its yearly sales target
- Monday to Friday, 9:00–18:00, in Vientiane Capital
- Social security (NSSF), annual leave, paid Lao public holidays, sick leave and maternity leave, as Lao labour law provides
- Work with a small, dynamic team that uses new tools such as AI
- Opportunity to grow with the company: new roles open as CareerLaos grows, and the first team is first in line to lead them

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 "Application – Operations & Sales Manager". In your letter, tell us why you want to help build CareerLaos.

Closing date: 20 November 2026. We review applications as they arrive and may hire before the deadline, so please apply early.

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