Career Laos Technology Sole Limited
Vientiane Capital, Lao PDR
careerlaos.la

URGENT · WE'RE HIRING

Website & Social Media Admin (Urgent)

Be the first voice of CareerLaos, and keep our Facebook page busy every day

Position	Website & Social Media Admin, full-time, 1 position
Reports to	Operations & Sales Manager (Managing Director until the Manager joins)
Location	Home-based in November–December 2026, then at our new office in Vientiane Capital from January 2027
Start date	as soon as possible
Working hours	Monday–Friday, 9:00–18:00
Salary	negotiable

Start from home: in November and December 2026 you work from home with your own laptop and internet. From January 2027 you join the team at our new office in Vientiane Capital.

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 Career Laos Technology Sole Co., Ltd, 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

You are the admin of the CareerLaos website (careerlaos.la) and the CareerLaos Facebook page, and the first person employers and jobseekers talk to. Many employers send us their poster or job description and ask us to post it for them: you post it on the website quickly and correctly, check that it is genuine, keep the site's jobs up to date, and answer questions on Messenger, WhatsApp, phone and email.

You also keep our Facebook page busy every day: the daily job update, job posters and short videos, made with Canva and AI tools, and boosted to the right people for each job. If you are fast, friendly, careful with details and love making posts, this role is for you.

KEY RESPONSIBILITIES

- **Answer messages.** Reply to Messenger, WhatsApp, phone and email within 1 working hour. Help employers with posting and logins, and help jobseekers with their profile and applications. Pass every new employer lead to the sales team the same day.
- **Website admin: post jobs for employers.** Post jobs on careerlaos.la from employers' posters, Word or PDF files within 2–3 working hours, with the right category, province, deadline and number of positions. Send the employer the link so they can see and manage their job and applicants.
- **Check every new job.** Make sure the company is real, the contact details are right, no fee is asked from jobseekers, and no job looks unsafe (for example, well-paid overseas work that needs no skills). Flag anything unclear to your manager the same day.
- **Keep jobs up to date.** Close jobs that have passed their deadline or been filled, and fix mistakes quickly.
- **Facebook page admin.** Run the CareerLaos Facebook page: publish the daily job update and job posters every working day, and short videos for Reels each week, made with Canva, CapCut and AI tools. Every post is checked for names, dates and numbers before it goes out.
- **Facebook ads and boosting.** Boost posts and set up ads for specific jobs, targeted by province, age and interests, within the approved budget. Check results every day and report what works.
- **Comments and community.** Answer comments politely and quickly, and remove spam or unsafe posts.
- **Records and reports.** Keep the employer contact list up to date, and send a short weekly report: jobs posted, messages answered, followers, sign-ups and ad spend.
- **Support interns.** Show interns how to post jobs and make posts, and check their work.

A TYPICAL WEEK

- Every morning: answer overnight messages, post new jobs that came in, check new employers
- Every working day: daily job update and posters on Facebook, boosts for urgent jobs
- Every week: 2 short videos, ad results, closed jobs tidied, weekly report on Friday

HOW SUCCESS IS MEASURED

- Messages answered within 1 working hour
- Jobs from employers posted within 3 working hours, with no mistakes
- Daily posts on time; followers and sign-ups growing each month
- Ad results: cost per click and sign-up within target

WHAT WE ARE LOOKING FOR

- Diploma or bachelor's degree in Business, Marketing, Media or Communications, or a related field
- 0–2 years in admin, social media, marketing or customer service; fresh graduates are welcome
- Uses Facebook for business, Canva, CapCut and AI tools (such as ChatGPT or Claude)
- Fast, friendly and very careful with details: checks every name, date and number
- Good spoken and written English: you will write to and talk with international employers; Lao is a plus
- Creative, thinks outside the box, and keeps learning new tools
- Uses Google Sheets or Excel
- Has a laptop and reliable internet at home for November–December

- Please send 2–3 samples of your work (a page you ran, a poster or a short video)
- 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 with Facebook Ads Manager; experience in recruitment, a hotel front desk or customer service.

WHAT WE OFFER

- Salary negotiable, 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
- Hands-on training in digital marketing, sales and new tools, including AI
- A place in the first team of a growing company, with room to grow as new roles open

HOW TO APPLY

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 – Website & Social Media Admin”. 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, from every province.