CareerLaos

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

WE'RE HIRING

Sales & Marketing Assistant

Go out, find employers who are hiring, and bring them on board

Position	Sales & Marketing Assistant, full-time, 1 position
Reports to	Operations & Sales Manager
Location	Based in Vientiane Capital (CareerLaos office), with visits to employers
Start date	December 2026
Working hours	Monday–Friday, 9:00–18:00
Salary	7,000,000+ 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

You go out and find employers. While the Website & Social Media Admin looks after the employers who come to us, you reach out to the ones who don't know us yet: companies, hotels, restaurants, schools, clinics and organisations that are hiring now.

You invite them to post on CareerLaos, show them how easy it is, and follow up until their first job is live. You also support the Manager's meetings with large clients. If you enjoy talking to business owners and don't give up easily, this role lets you learn sales and marketing from the ground up.

KEY RESPONSIBILITIES

- **Find employers who are hiring.** Find organisations advertising jobs elsewhere, ask for their permission, and help get their jobs onto CareerLaos. We never post a job without the employer's OK.
- **Contact and visit.** Call, message and visit hotels, restaurants, shops, schools, clinics, companies and NGOs; show them how to post in a few minutes, and follow up until their first job is live.
- **Follow up every lead.** Follow up every employer lead within 1 working day, and log every contact and next step in the lead list.
- **Sell from January 2027.** Explain job posts, packs and annual plans to employers who recruit often, and pass larger deals to the Manager.
- **Support big meetings.** Prepare company lists, presentations and brochures for the Manager's client meetings, and follow up afterwards.
- **Universities and job fairs.** Help arrange talks and stands with university career offices so students and graduates sign up.
- **Marketing support.** Share ideas for posts and campaigns aimed at employers, and help with employer stories for Facebook.
- **Report.** Send a short weekly report: employers contacted, new employers posting, and next steps.

A TYPICAL WEEK

- Every day: calls and messages to employers from the day's list; follow-ups from yesterday
- Every week: visits to employers, preparation for the Manager's meetings, weekly report on Friday
- Every month: a university talk or job fair when possible

HOW SUCCESS IS MEASURED

- Employers contacted each week
- New employers posting their first job
- Leads followed up within 1 working day
- From January 2027: packs and plans sold

WHAT WE ARE LOOKING FOR

- Diploma or bachelor's degree in Business, Marketing or a related field
- 0–2 years in sales, marketing or customer service; fresh graduates are welcome
- Confident on the phone and meeting people you don't know; friendly and persistent
- Good written and spoken Lao; basic English
- Uses Facebook, WhatsApp and Google Sheets or Excel
- Organised: keeps track of every contact and follows up
- Highly motivated and energetic; knowledge of AI tools is a plus
- 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 selling to businesses, in recruitment or advertising; contacts with hotels, restaurants or companies in Vientiane.

WHAT WE OFFER

- Salary from 7,000,000 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 – Sales & Marketing Assistant". 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.