



JOB OPPORTUNITY

Position: Admin Assistant / Reception

About Company

Phongsavanh Insurance (APA) Co., Ltd is a composite Insurance company in Laos. Part of the Phongsavanh Group. Phongsavanh Insurance provides insurance products to protect the lives and belongings of individuals, families and businesses. Our Vision is to create a reputation of professional insurance Company with customer core values at the heart of its operation and to deliver first class service in all our actions with clients. We are looking for passionate and energetic people to join the team to help shape the future of Phongsavanh Insurance.

Key responsibilities:

- Handling incoming calls from outsides/customers.
- Receiving and providing general support to visitors.
- Undertaking the task of receiving incoming documents/correspondences with proper tracking/distribution/filing system.
- Managing the office tidy/organized.
- Handling travel & transportation bookings/arrangement.
- Arranging meetings and providing other ad-hoc general administration supports.

Key requirements:

- At least 1-2 years' work experience in office administration tasks and customer support role.
- Bachelor's degree in Business Administration or Related.
- Enthusiastic and attention to detail and opened personality.
- Good written and verbal communication skills (English and local language).
- Great interpersonal skills and the ability to operate under pressure.

Key benefits:

- ✓ Competitive remuneration
- ✓ Comprehensive on job training
- ✓ A supportive environment

Apply now:

Submit your CV, Application Letter **in writing in English** and other relevant application documents to our Human Resource Department at Career@apa.com.la

More information:

Website: <https://apa.com.la/career/>

Email: info@apa.com.la

Only shortlisted candidate will be contacted for interview.

Closing date for applications: 30th June 2022.