



## JOB OPPORTUNITY

### Position: Personal Assistant to CEO

#### 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:

- To support CEO and when required other C suite members of the team on driving performance and efficiencies in the day-to-day activities of the company
- To proactively manage and coordinate the diary of the CEO by prioritizing and arranging internal and external meetings appointments Facilitation, ensuring appropriate briefing papers are prepared and provided.
- To provide full personal assistant support by dealing with all correspondence and calls, drafting routine letters to a high standard, minute meetings, taking messages, create actions and then log actions and drive actions to solutions via appointed management teams and other administrative tasks as required to support the Chief Executive
- Deliver English to Lao and vice versa translations as needed during meetings.
- Participate in social and networking events in the evening when needed
- Manage Tracking of all business engagements with the CEO and COO for personal clients to ensure the various units deliver on the agreements
- Liaise with external partners as directed by C suite
- Act as a first point of contact for the CEO: deal with correspondence and phone calls
- Book and arrange CEO's travel, transport and accommodation
- Prepare and reconcile expenses for the CEO
- Perform other duties as may be assigned

#### Key requirements:

- Able to speak and write in English is intimately 100% needed
- Must be professional, great personal presence and the ability to perform under pressure.
- Experience of providing support to a Board of Directors or similar high-level committee
- Discretion and confidentiality;
- Demonstrable work experience as a personal assistant;
- Ability to take accurate minutes, including being able to interpret and sum up complex discussions concisely
- Excellent interpersonal and communication skills including diplomacy
- Knowledge of MS Office suite particularly Word, Excel & Power point
- Excellent written and verbal communication skills
- Good social skills
- Outstanding organizational and time management skills
- Self-motivated and able to multi-task effectively
- Good attention to detail.

ທີ່ຢູ່: ໜ່ວຍ 31, ຖະໜົນ ກຳແພງເມືອງ, ບ້ານ ທາດຫລວງໃຕ້, ເມືອງ ໄຊເສດຖາ, ນະຄອນຫລວງວຽງຈັນ  
Unit 31, Kamphengmeuang Rd, Thatluang Tai Village, Xaysettha District, Vientiane Capital, Lao P.D.R

☎ +856 21 85 5555, 21 85 6666



### 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](mailto:Career@apa.com.la)

### More information:

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

Email: [info@apa.com.la](mailto:info@apa.com.la)

*Only shortlisted candidate will be contacted for interview.*

**Closing date for applications Until further notice.**