

# Procurement and Operation support Manager



**Location**  
Vientiane  
(Laos)



**Job level**  
Graduate with Bachelor or  
Master Degree



**Experience**  
More than 2 years



**Contract**  
Permanent

## Main Job purpose

The Manager of Procurement and Operation Support is responsible for overseeing the procurement function and ensuring smooth operational support services across the organization. This role ensures cost-effective purchasing, efficient vendor management, and reliable operational support to optimize organizational performance and resource utilization.

## Key Responsibilities:

### Procurement Management:

- Develop and implement procurement strategies aligned with organizational goals.
- Lead sourcing, tendering, supplier evaluation, contract negotiation, and vendor management.
- Ensure timely and cost-effective acquisition of goods, services, and equipment.
- Supervise and monitor the work of procurement staff.
- Monitor supplier performance and maintain strong relationships with vendors.
- Track procurement, control costs, and identify opportunities for savings.
- Ensure compliance with company policies, standards, and relevant regulations.
- Coordinate with Legal and compliance to complete procurement contract as soon as possible to meet the business needs.
- Monitor service providers' performance and ensure service-level agreements (SLAs) are met.

### Leadership & Reporting:

- Lead, mentor, and develop team of procurement and support staff.
- Prepare and present reports on procurement activities, operational support performance, and cost analysis to direct manager.
- Drive continuous improvement, innovation, and efficiency across procurement and operational support functions.

### Qualifications & Skills:

- Bachelor's degree in Supply Chain Management, Business Administration, or related field.
- Proven experience in procurement, operations management, or related leadership role.
- Strong negotiation, vendor management, and contract administration skills.
- Excellent problem-solving, organizational, and multitasking abilities.
- Strong leadership, communication, and interpersonal skills.

## Apply now

Submit your CV, fill out the application form and send to [recruitment@agl.com.la](mailto:recruitment@agl.com.la)  
Tel: (21) 215903, Ext: 218

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- Ensure completion of action logs to reach maturity requirement under protection and resilience domain.
- Participate in business location selection, space planning & design, and lease negotiations for AGL offices.
- Communicate on Procurement/Outsourcing process & policies change to the relevant employees.

### **Operational Support Management:**

- Support on organizing meetings, company events and conferences.
- Oversee and manage operational support services vehicles, facilities, logistics, office supplies, and equipment maintenance.
- Coordinate with internal teams to address support needs efficiently.
- Implement appropriate processes and systems to improve efficiency and quality of support services.
- Ensure smooth day-to-day operations by addressing operational issues promptly.
- Support business continuity and operational risk management initiatives.
- Manage complex agreements requiring strong project management, coordination and communication across various stakeholders.
- Lead, train, and supervise teams to ensure professional growth and effective team performance.
- Supervise and monitor receptionist and admin function to deal with all correspondence with proper records and distribution to related departments according to priority, and deal with all visitor queries.
- Supervise and monitor the work of administrative staff.
- Supervise messenger for delivery of materials and letters daily.