



ບໍລິສັດ AGL ປະກັນໄພລາວ
Assurances General Laos



Position: Procurement Supervisor



Reporting Line: Procurement Supervisor reports directly to Head of HR and Administration.



Team Supervision: Procurement Supervisor leads and supervises the Procurement Team.



Key Responsibilities:

- Develop and implement procurement plans and strategies aligned with the company's objectives.
- Lead and supervise the daily work of IT and Non-IT Procurement members.
- Assign procurement tasks, monitor progress, and ensure work is completed on time.
- Lead sourcing, tendering, quotation comparison, supplier evaluation, contract negotiation, and vendor selection.
- Ensure the timely and cost-effective procurement of goods, services, equipment, and IT-related items.
- Review procurement documents, purchase requests, quotations, purchase orders, and supporting documents before submission for approval.
- Monitor supplier and service provider performance and ensure agreed service-level requirements are met.
- Maintain professional relationships with suppliers and service providers.
- Track procurement expenses, control costs, and identify cost-saving opportunities.
- Prepare regular procurement reports, including purchasing status, cost savings, supplier performance, pending requests, and procurement risks.
- Ensure all procurement activities comply with company policies, approval procedures, standards, and relevant regulations.
- Coordinate with Legal and Compliance Department on procurement contracts and related legal documents.
- Coordinate with IT Department for technical specifications, evaluation, and acceptance of IT-related purchases.
- Coordinate with requesting departments to clarify specifications, requirements, budgets, and delivery timelines.
- Communicate procurement and outsourcing process or policy changes to relevant employees.
- Report procurement progress, key issues, risks, and recommendations to Head of HR and Administration.
- Perform other procurement-related duties assigned by HOD.



Required Qualifications:

- Experience in procurement, sourcing, purchasing, or supplier management 2-3 years.
- Experience leading or supervising a small team is preferred.
- Experience working in a multinational company or a well-structured organization is an advantage.
- Good negotiation, communication, coordination, and problem-solving skills.
- Careful, responsible, and focused on achieving results.
- Good knowledge of procurement processes, tendering, supplier evaluation, and contract management.
- Able to manage both IT and Non-IT procurement work.
- Able to prepare procurement reports and monitor costs.



Employees Benefit



HEALTH

- Health Check-up (one time per year)
- 80% Health Claims for all employee both in Laos and Overseas (base on internal policy).
- 50% Health Claims for employee's family (Spouse and Kid)
- SSO benefit
- Mental Health Consultant available (tele consult via App)
- Work well activity: Sport Day for all employee, Inhouse Gym



MONEY

- 13th month salary and Bonus
- Yearly salary increase
- Employee loan 35% of 3 years salary with 3 years payment.
- Severance pay.
- Long service award
- Carpark fee
- Subsidy for meal and gasoline 1,500,000/month.



CAREER

- A friendly and supportive work environment
- Comprehensive on job training
- #Learn: build future skills based on demand identified from SWP (Degreed rollout)
- #Lead: leadership for the future



QUALITY TIME

- Monday-Friday (2 hrs Flexible working time per day)
- Maternity leave and paternity leave: 4 months maternity leave for female, 30 days paternity leave for male
- 3 days personal leave
- Annual leave 15 days to 22 days /year
- Company Trip (Local or Overseas)



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