



## Placement Opportunity

Sunlabob was established in the Lao PDR in 2000 and operates affordable and reliable energy solutions with renewable energy sources in locations on and off the grid. Sunlabob operates as a profitable, full-service renewable energy provider selling hardware and providing commercially viable energy services.

Our headquarters and base are in Vientiane, the capital of the Lao People's Democratic Republic. For more information, please visit [www.sunlabob.com](http://www.sunlabob.com)

Sunlabob is currently seeking positions as stated below to carry out a wide range of duties.

### **Human Resources Manager (Lao National)**

#### **Primary responsibilities:**

- Provide assistance in the identification of staff vacancies, recruit, interview and select applicants
- Assist in the administration of compensation, benefits and performance management systems
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Conduct new employee orientation to foster positive attitude toward organizational objectives.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Identify training needs to design employees' skills development and language training
- Represent organisation at career fairs

#### **Requirements:**

##### **Essential**

- Bachelor Degree or Diploma in Human Resources Management or related studies
- At least 1 year work experience
- Computer skills- Microsoft Word, Excel, Internet, Outlook
- Dynamic, confident, and strongly motivated
- Strong planning and self-organizational skills

- Good working knowledge of English
- Pro-active person who can operate both individually and as part of a team and in a multicultural environment

**Other details:**

- Location: Vientiane, Laos
- Start date: ASAP
- Duration: Minimum 12 months

**How to Apply: Apply in writing (Cover letter + CV in English) by email to: [hr2@sunlabob.com](mailto:hr2@sunlabob.com).  
Or sent to: Watnark village, Lao-Thai Road, Sissatanak district, Vientiane Capital. Tel: 021 313874, Fax: 021 314045**