



Allianz

Join us.  
Let's care  
for tomorrow.

ALLIANZ INSURANCE LAOS

# Project Assistant – Organisation management



Location  
Vientiane  
(Laos)



Job level  
Graduate



Experience  
Fresh graduate



Contract  
6 months up to  
1 year

## About Company

Allianz Insurance Laos is one of the most trusted insurance in Laos, established since 1990. Caring for our employees, their ambitions, dreams and challenges, is what makes us a unique employer. Together we can build an environment where everyone feels empowered and has the confidence to explore, to grow and to shape a better future for our customers and the world around us. Join us. Let's care for tomorrow.

- Report and track the dashboard and related KPIs on weekly and monthly basis.
- Create and execute required meeting, training, and information materials for the cross functions.
- Coordinate with AZAP organisational management team to run the regional program locally under the supervision of COO.
- Perform other tasks as advised by COO.

## Key responsibilities/What you do

- Support and collaborate within COO office and Cross Functions for Digital Transformation Projects, Sustainability initiatives and Way of Working.
- Implement and monitor of transformation projects and programs to enable further efficiency and productivity.
- Assist COO to coordinate individual contributors and function owners to implement the strategic initiatives with a variety of responsibilities under the scope define in the projects/program.

Apply now

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

→ [www.azlaos.com/en\\_LA/career.html](http://www.azlaos.com/en_LA/career.html)

**JOIN ALLIANZ. LET'S CARE FOR TOMORROW.**

## Key requirements/What you bring

- Self-motivated and achievement orientated, with the confidence and ability to influence others. Ability to work within a team and alone.
- Excellent interpersonal skills and an ability to work with all stakeholders.
- Excellent analytical skills with attention to detail and accuracy without losing the broader view.
- Excellent communication (verbal and written) and presentation skills.
- Good organization and task planning skills with a systematic, thorough and logical approach to task completion.
- Ability to priorities work effectively to manage stakeholder expectations.
- Able to work under pressure and achieve deadlines.
- A willingness to make decisions and be accountable.
- Be able to demonstrate a flexible and innovative way of working.
- Demonstrates excellent team working skills, supporting other team members.
- High level of motivation, drive, enthusiasm and commitment.

- Commercially astute, tenacious, able to challenge when appropriate.
- Willingness to learn and develop through self-driven personal development.
- Educated to a bachelor degree level or higher
- Numeracy skills and ability to interpret quantitative and qualitative data
- Ability to pro-actively identify, analyses and priorities areas for improvement
- Experience of planning and facilitating workshops small and medium-complexity

## Key benefits/What we offer

We at Allianz Insurance Laos offer a flexible working hour, an out of work activities, a positive learning and growing environment to support your professional career and personal development.

We also believe in a diverse and inclusive workforce and are proud to be an equal opportunity employer. We encourage you to bring your whole self to work, no matter where you are from, what you look like, who you love or what you believe in.

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