



Join us.
Let's care
for tomorrow.

ALLIANZ INSURANCE LAOS

Reward & Performance Manager



Location
Vientiane
(Laos)



Job level
Graduate, Bachelor degree



Experience
HR, Administration
5 years experience



Full time

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.

Key responsibilities/What you do

HRM for Reward & Performance is responsible for providing subject matter expertise, service, advice, and guidance to Head of HR; Liaising directly with Head of Department on very specific topics in alignment with or as requested by Head of HR; Leading the development of expert strategy including HR policies, products, and toolkits; Assisting Head of HR in consulting with the business to create innovative solutions; Providing HR Operations & services. This role is under direct report of Head of Human Resource.

- Preparation and document all job descriptions, contract and job specification as part of job analysis.
- Keep tract on medical expense, overtime, leave provision for all employees and others;
- Ensuring compliance with labor law;
- Ensure proper filling of all HR document and personnel file.
- Facilitate dispute resolution and grievance/arbitration process;
- Generate monthly HR report.
- Design and deliver curriculum content, including overall agenda, timing, trainer specifications, trainer guides, attendee materials, location needs.
- To join salary survey and analyze evaluation.
- Implement all HR projects from Allianz Group HR.
- Calculation for payroll, Taxation, bonus, and salary increase.
- Perform other works as advice by Head of Department

Apply now

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

→ www.azlaos.com/en_LA/career.html

JOIN ALLIANZ. LET'S CARE FOR TOMORROW.



Key requirements/What you bring

- Bachelor's degree in business administration, HR, or Organizational Development.
- At least 3-5 years of performance management, and compensation & benefit.
- Ability to handle analyzing complex data from multiple sources
- Strong influencing, interpersonal, presentation and communications skills.
- Ability to interact with all levels in highly diverse environment.
- Proactive, independent, and high attention to details.
- Excellent planning and organizing skills.
- Ability to work in team

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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