



ALLIANZ INSURANCE LAOS

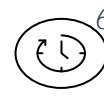
# COO Assistant for Organisation Management



Location  
Vientiane, Laos



Job level  
Bachelor degree



6 months -1 year contract

## Key responsibilities/What you do

We're looking for someone with a passion for operational improvement to join our organization Team.

The Organisational management role is to support Allianz in delivering a leading approach to cross function for digital transformation. This is a great opportunity if you're looking to further develop your influencing skills, improve your strategic thinking, get involved in a variety of activities in an ever changing business environment and gain greater exposure with senior management.

- Support and collaborate within COO office and Cross Functions for Digital Transformation Projects, Sustainability initiatives and Ways of Working.

- Implementation and monitoring 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.
- 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 advise by COO.



### 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, through 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.
- 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.

### 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.**

