

Head of Procurement and Operational Support

**Location**

Vientiane
(Laos)

**Job level**

Graduate with Bachelor or Master
Degree

**Experience**

More than 5 years

**Contract**

Permanent

Key responsibilities/What you do

The Head of Procurement and Operational Support oversees procurement and outsourcing, office/facility management, document processing and archiving, general services, printing and Travel management of Allianz Insurance Laos.

Procurement and Outsourcing:

- Manage vendor relationships and contracts;
- Update, train and regularly communicate the Procurement/Outsourcing process & policies update to the relevant department heads and employees;
- Ensure that procurement/Outsourcing responsibilities are duly carried out while the best interests of Allianz Insurance Laos are met (demand bundling, risk mitigation and cost optimization);
- Perform, coordinate and advise all stakeholders on all aspects of the procurement/Outsourcing lifecycle through business engagement;
- Tender, negotiation, contract management and vendor management. Especially for Business solutions commodities to: negotiate regional/local agreements, mitigate risks with third party vendors, and comply with procurement processes and policies, deliver savings;
- Ensure requirements coordination within the Operation Entity, Regional, with Group and One Procurement teams to implement global agreements where consistent;
- Ensure alignment to Procurement/Outsourcing and GOP Group standards implementation;

Operational Support:

- Organize meetings, company events and conferences;
- Book transport and accommodation;
- Ordered stationery, office supplies for both IT and Non IT equipment;
- Supervise receptionist function to deal with all correspondences with proper records and distribution to related departments, and deal with all visitor queries;
- Supervise and monitor the work of administrative staffs;
- Process invoices and manage office budgets;
- Supervise messenger for deliver materials and letters on timely basis;
- Implement and maintain procedures/office administrative systems;
- Organize work station setup and employees card for new employees;

- Develop the dialogue and manage regular reporting with local stakeholders and counterparts, Regional Procurement Head and Group and One Procurement;
- Engage stakeholders and assess business requirements to increase business compliance to Procure;
- Identify areas where savings can be made and compliance has to be enforced;
- Coordinate, support or perform negotiations on subjects as deemed appropriate;
- Manage complex agreements requiring strong project management, coordination and communication across various department, IT department, Group IT Security or with AZ Tech
- Ensure completion of action logs to reach maturity requirement for Procurement/Outsourcing domain under is Protection and resilience guideline;
- Participate in business location selection, space planning & design, and lease negotiations for all Allianz Insurance Laos offices;
- Work closely with external parties such as brokers, property managers, designers and project managers on significant office remodels, moves or consolidations;
- Mitigate risks with third party vendors, and comply with processes and policies;
- Deliver savings;\

Property Management:

- Manage all aspects of the building.
- Accomplish financial goals and report periodically on financial performance.
- Manage and report on the building management.
- Prepare policy and guideline of Property Management
- Supervise and Manage Performance of all the property staff members to ensure timely job delivery or completion.
- Negotiate lease/contracts with contractors and tenants in a timely and reliable manner.
- Source and build relationships with prospective clients to expand business opportunities.

- Ensure that health and safety policies are up to date for employees;
- Ensure office and canteen are clean and hygiene;
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Arrange document disposals on timely basis;
- Manage stock for offices and marketing material with proper & accurate record and report;
- Report on all administrative reports;

Key requirements/What you bring

- Bachelor's degree or Master degree in Business Administration or equivalent;
- Strong Procurement skills;
- More than 5-year experience in Procurement and administration;
- Ability to work independently and provide guidance and strategic advice to Executive level management;
- Excellent verbal/written communication in English, with ability to effectively interact with individuals at all levels of responsibility and authority;
- Experienced negotiator (with suppliers and stakeholders);
- Experience on IT and/or non IT categories;
- Contract management skills;
- Experience in multinational working environment;
- Detail and Result-oriented mindset;

- Monitor the maintenance works and the security within the building area.

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.com.la Tel: (21) 215903, Ext: 218

→ www.azlaos.com/en_LA/career.html