



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.

## Reward & Performance

- Compensation and FTE planning and budgeting.
- To provide the expertise of reward and performance
- Roll out Performance Management cycle from start to end process in HR system and Refresh training for employees.
- Alignment on Compensation and Benefit strategy and guidelines from Allianz Regional office and Group.
- Reward & Recognition initiatives and brandings
- Payroll/Taxation from start to end process.
- Pension/ Retirement/SSO
- Pay Mix and Salary Survey and analysis.
- Salary increasement plan



## HR Operations

- Preparation a compensation package for shortlist candidate and support with employee contract.
- Facilitate dispute resolution and grievance/arbitration process;
- Keep record and maintain all HR database in and out HR system.
- Generate All HR Reporting by monthly, quarterly, and yearly basis.
- Updating HR policy as Internal policy, remuneration policy to be aligned with labor law and Allianz guideline.
- Notice/Mission/Attorney and Memorandum
- To support employee health claims and other benefit
- Motoring on employee Attendant, OT and Leave and report to
- Implement & support all HR projects from Allianz Group HR and business requirement.
- Support Internal & external audit related to HR topics.
- Perform other works as advice by Head of department.

## 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 communication 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.

## 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.aglao.com/en\\_LA/career.html](http://www.aglao.com/en_LA/career.html)

**Join Allianz. Let's care for tomorrow.**

