



Costa Berry Laos Sole Co., Ltd.
Vientiane Head Office
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Job Opportunity: HR Supervisor – Paksong
Location: Paksong District, Champasak Province, Laos
Department: Human Resources
Employment Type: Full-Time, Site-Based

Costa Berry Laos, a subsidiary of Costa Group—Australia’s leading horticultural company—is seeking a highly motivated and resilient HR Supervisor to be based at our Paksong site. This position plays a critical role in delivering effective human resource operations and supporting a seasonal and permanent workforce of approximately 200–300 employees.

Key Responsibilities

- Oversee daily attendance and timekeeping, ensuring accurate and timely record-keeping.
- Coordinate onboarding, offboarding, and employee documentation in compliance with company standards.
- Act as the primary point of contact for HR-related matters on site.
- Enforce and communicate HR policies, code of conduct, and workplace expectations.
- Support recruitment activities, workforce planning, and coordination of seasonal labour.
- Address employee relations matters, grievances, and disciplinary cases professionally and promptly.
- Ensure compliance with Costa's workplace health, safety, and food safety standards.
- Assist with employee training and engagement initiatives.
- Report regularly to the HR Manager regarding workforce updates and HR matters.

Qualifications and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 2 years' experience in HR generalist or operations roles.
- Prior experience managing a large workforce, especially in agriculture or remote environments, is preferred.
- Sound knowledge of Lao labour law and HR practices.
- Strong interpersonal and communication skills in both Lao and English.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- High level of physical and mental resilience, with the ability to work under pressure in field-based conditions.

What We Offer

- A dynamic working environment with an industry leader in blueberries.
- Opportunities for professional growth and development.
- The chance to make a meaningful impact at a key operational site as well as to local community.

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