

# **PACTEC** *International*

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## **Aviation & Communications**

### **Job Announcement: Administrative Assistant At the Civil Aviation Flight Training Center**

PACTEC Laos is an NGO working with the Department of Civil Aviation and the Civil Aviation Training Center to continue establishing a Flight Training School in Laos. We are looking for 1 administrative assistant to assist the program manager, flight instructors and aircraft mechanics in their administrative tasks. You will work in a team, reporting to the office manager.

#### **Key Responsibilities:**

- Data entry and record of cash box operations in LAK, THB and USD
- Assistance with the recruitment process for new pilot students
- Pay bills (electricity, water, phone etc.)
- Answer the phone, copy, scan, file and translate documents, run errands
- Conduct flight following (training on the job), flexible working hours required
- Organize and set up of events
- Assist with visa processes and orientation of new staff
- Work with Department of Civil Aviation to obtain approvals and documents from various Ministries
- Perform other tasks when required

#### **Skills needed:**

- Good communication (Lao and English) and interpersonal skills
- Diploma or degree in business administration, finance, accounting or equivalent
- Basic computer skills in Word, Excel, Power Point, typing and email
- Willingness to learn new skills

#### **Contract Duration:**

1 year (with 2 month probation); contract to be extended subject to satisfactory performance

#### **Application:**

- Cover letter
- Curriculum vitae/Resume
- English proficiency certificate
- References from 2 former employers/teachers
- Send by email to [erenicker@pactec.net](mailto:erenicker@pactec.net) and [atubbesing@pactec.net](mailto:atubbesing@pactec.net)
- Deadline of submission: **October 18<sup>th</sup> 2019**