



## **Job Announcement: Administrative Assistant and Bookkeeper with PACTEC at the Civil Aviation Flight Training Center**

PACTEC International is an NGO working with the Ministry of Public Works and Transport to develop aviation training in Laos. We are looking for **1 full-time entry-level Administrative Assistant and Bookkeeper (Lao national only)** to support the country director, office manager, and instructors. The position works in a team and reports to the office manager.

This role has **two components**:

1. **Document running and administrative support** – core and ongoing responsibilities
2. **Bookkeeping responsibilities** – added after the staff member gains experience and demonstrates capacity to take on additional work

### **Admin & Document-Running Responsibilities (Ongoing, Core Duties):**

*These tasks will make up 100% of the workload during the first 4–6 months and will remain required throughout employment.*

- Data entry; Document monitoring, tracking and follow-up
- Visa related paperwork for each expat
- Airport passes, licences, car paperwork
- Submit letters to various ministries and partners
- Answer the phone, copy, scan, file documents
- Event logistics (includes bookings, set up and tidy up of events)
- Conduct flight following (training on the job), flexible working hours required
- Other administrative tasks as needed

These duties are **permanent core responsibilities** of the position, even after additional duties are added.

### **Bookkeeping Key Responsibilities (Added After 4-6 Months):**

*These tasks will be introduced once the staff member demonstrates sufficient experience, efficiency, and capacity in the core administrative role.*

- Daily, monthly and year end entries using NetSuite (training on the job)
- Weekly cash counts
- Pay bills (electricity, water, phone etc.)
- Create Invoices

Bookkeeping work is **in addition to**, not instead of, the administrative and document-running duties.

### **Suitable candidates will have:**

- Good communication (Lao and English) and interpersonal (working in a team) skills
- Diploma or degree in business administration, finance, accounting or equivalent
- Basic computer skills in Word, Excel, Power Point, Teams, typing and email
- Willingness to learn new skills and take on increasing responsibility over time

### **Contract Duration:**

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



**Application (in English):**

- Cover letter
- Curriculum vitae/Resume
- English proficiency certificate, educational and working certificates
- References from 2 former employers/teachers
- Send by email to [atubbesing@pactec.net](mailto:atubbesing@pactec.net)
- **Closing Date of submission: 26<sup>th</sup> December 2025**

For a detailed job description go to: [Job Announcement: Administrative Assistant and Bookkeeper with PACTEC at the Civil Aviation Flight Training Center](#)