

## SCOPE OF WORK

### Executive Administrative Assistant

#### Background

[Asia Clean Energy Partners Limited \(ACE Partners\)](#) is an international consulting and advisory firm that supports the acceleration of clean energy deployment, focusing on markets in Asia and the Pacific. ACE Partners focuses on four main areas: (a) creating insights through research and analytics; (b) designing and packaging projects and initiatives; (c) connecting stakeholders with the knowledge, technologies, and finance to achieve results; and (d) building communities of practice through targeted communications and events.

ACE Partners is recruiting an **Executive Administrative Assistant** to join the firm's rapidly growing business in the climate and clean energy sector and be the supportive force for our senior leadership success.

#### Overview of the Position

The **Executive Administrative Assistant** will have two primary areas of work:

- (a) serve as an Executive Assistant to the company's Co-Chief Executive Officers (approximately 50% time); and
- (b) provide administrative support to its Operations team (approximately 50% time).

The ideal candidate must be proactive, have excellent communication skills, be highly proficient in both written and spoken English, and demonstrate impeccable attention to detail. This individual should have demonstrated experience performing both executive support and administrative duties; be effective in planning, prioritizing and executing tasks in a timely and professional manner; and be comfortable working in a dynamic working environment. The ideal candidate must also be hands on, comfortable with management and planning software and tools, and have knowledge of scheduling systems.



## Scope of Work and Detailed Tasks

### 1. Executive Assistant

- Work directly with each of the Co-CEOs to support all administrative aspects of their daily work routine, and serve as a primary point of contact for both internal employees and external clients.
- Manage professional and personal scheduling for the Co-CEOs, including agenda preparation, mail, email, phone calls, client management, and other company logistics.

### 2. Operations Support

- Support the planning, organization, and successful execution of team activities, including meetings, events and social gatherings, and travel arrangements, expanding to support and delivery of similar services for clients as required.
- Assist with administrative aspects of communications and outreach activities, including updating licenses for the company website, social media accounts, and enterprise management software, and the setting up and running of virtual meetings and webinars.
- Assist with managing and implementing effective collaboration on ACE Partners internal work coordination platforms.
- Additional duties may be assigned occasionally by the Co-CEOs or by the Operations Manager to support other aspects of company operations.

### 3. Finance and Compliance Support

- Assist in managing the legal and accounting affairs of the Thailand Representative Office of ACE Partners. Duties may include, but are not limited to, tasks that support the smooth operation and administration of the representative office.
- Support the company's Director of Finance and Thai accountant in the preparation of withholding tax and related matters for clients and employees.
- Assistance with organization and collation of time-sheets for invoicing and accounting purposes.
- Processing and filing of approvals for all invoices for the Thai representative office.
- General coordination assistance with the company's annual audit.



## Minimum Qualification Requirements

- Bachelor's degree required or equivalent work experience.
- Minimum four years of proven experience as an Administrative Assistant or Executive Assistant, or in a related role that reports directly to company management or executives.
- Exceptional organizational skills with the ability to handle multiple threads of work and to prioritize and deliver outputs on deadline.
- Superior attention to detail, practical problem-solving skills, and the ability to make independent decisions.
- Strong time management skills.
- Outstanding English skills for written and verbal communication.
- Excellent in office productivity tools and a keen interest in learning new software and systems; experience in enterprise resource planning software and virtual event platform is a bonus.
- Experience in event coordination.
- Great team player, willing to adapt to changes, challenges, and the dynamic culture at ACE Partners.
- The candidate must be based in Bangkok and have the right to work in Thailand.

## Reporting

While the Executive Administrative Assistant will work with a daily basis to the Co-CEOs and the Operations Manager, they will report to Operations Manager.

## Period of Performance

**Start Date:** As soon as possible

## How to Apply

Please submit your application in the form of a **CV and Cover** Letter by December 20<sup>th</sup>, 2022 to [info@asiacleanenergypartners.com](mailto:info@asiacleanenergypartners.com)

