

About Villgro

Villgro Philippines is an early-stage impact incubator and investor. We inspire, fund, mentor and nurture early-stage enterprises that are building innovative solutions to impact the lives of the poor. We partner with like-minded foundations, companies, and governments to create and launch initiatives that connect those working to create sustainable and inclusive solutions and help them scale up. We believe in deep collaborations to build a robust ecosystem for enterprises in the Philippines and Southeast Asia.

The Villgro team is close knit - we are deeply committed to the entrepreneurs we support. Everyone on our team is passionate and driven to contribute to lasting social and environmental impact. Each member of the team plays an important role in the Villgro ecosystem. And we want everyone to grow both personally and professionally. We are looking for individuals who are open minded and energetic to take on the challenges of building an inclusive impact ecosystem.

Admin Associate (Full-time)

The Admin Associate will provide integral support to the Villgro team to deliver its multiple innovation accelerator programs with impact entrepreneurs in the Philippines. The admin associate will be responsible for bookkeeping and coordinating other administrative matters in the company.

Responsibilities:

- Ensure that all correspondences and documents are correctly prepared and submitted on time.
- Ensure that expenses/receipts are logged and filed to government agencies on a regular basis
- Create financial reports to be submitted to program funders and partners
- Facilitates signing/endorsement of all documents required by programs
- Ensure the effective coordination of programs by maintaining schedules, appointments, meetings, travel, accommodation
- Ensures that the filing systems and records are properly maintained and updated
- Provide administrative and logistics support to program activities
- Perform other tasks as may be required by Villgro's programs

Qualifications:

- Bachelor's degree in accountancy, business administration/management or any related field.
- Extensive experience in Microsoft Excel
- At least 2 years of working experience in bookkeeping, operations/admin, logistics and procurement, ideally with prior experience in handling finances/operations in development projects/organization in the Philippines
- Must be detail oriented and highly organized
- Able to handle sensitive and confidential information
- Good analytical and problem-solving skills
- Good project management and time management skills and ability to handle multiple complex projects at once
- Effective oral and written communication skills and fluency in English and Filipino
- Adept in Google Suite, Microsoft Office, and virtual conferencing tools
- Purpose-driven independent worker and team player

Location and Schedule

You will work out of our designated offices in Makati City, Metro Manila. Our team is on remote work until quarantine is in place. The Villgro team has flexible work schedules, you pick your own work timings, work remotely as needed, but typically the team tries to match our schedules at least a few days a week to organize meetings, etc.



This position is for immediate hiring. Start date will be agreed upon successful interview of selected candidate.

Compensation: Competitive salary, commensurate with experience

Application

Interested applicants may send their resume and cover letter to hello@villgrophilippines.org with the subject line **LastName_FirstName_VillgroPH_AdminAssociate** by **July 30**. We encourage applicants to be creative with their attachments - share with us who you are through a video, Tiktok, blog, or anything that will help us get to know you better.