

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 launch initiatives that connect those working on the same problem and help them scale up. We believe in deep collaborations to build a robust ecosystem for enterprises in the Philippines and Southeast Asia.

Villgro Philippines is a gender smart incubator, composed of a team of feminists and gender equality champions. 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 and Finance Associate

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

The Admin and Finance Associate's responsibilities include:

- Reports to and works closely with the Finance and Accounting Manager
- Ensures that timekeeping records are updated daily
- Create and maintain filing systems, both physical and electronic
- Assists in procurement by researching potential vendors, preparing procurement documents, gathering required documentation from vendors, and coordinating with vendors
- Coordinates, schedules and organizes deliveries
- Address general inquiries received via the company email
- Provide administrative support, such as scheduling meetings, maintaining calendars, taking minutes of meetings, booking for travel and accommodation, doing research, and creating reports and presentations
- Run outdoor errands to banks and government offices
- Provide administrative and logistics support to program activities
- Perform other tasks as may be required by Villgro's programs

Qualifications:

- Bachelor's degree in business administration/management or any related field
- Must be detail oriented and highly organized
- Able to handle sensitive and confidential information
- Good analytical and problem-solving skills
- 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. 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.

Diversity, Equity, and Inclusion

At Villgro, diversity, equity and inclusion (DEI) are at the core of our work. We are intentional about ensuring that we welcome diverse perspectives and encourage ideas to be shared freely. Villgro Philippines is committed to DEI, offering a respectful workplace free from discrimination and harassment. We do not make assessments on the basis of sex, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy, marital status, citizen status, or any other protected classification.

Application

Interested applicants may send their resume, portfolio, and cover letter to admin@villgrophilippines.org with the subject line **LastName_FirstName_VillgroPH_AdminAssociate**. 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.