## **Job Title: Senior Admin & Finance Coordinator**

Company: our organization  
 Location: Primarily On-site (Westgrove Place, Malate, Manila)  
 Nature: Task-Based, High-Accountability Role with Flexible Hours

### **Company Overview**

our organization is a light-asset company operating across multiple sectors, including:

* Cross-border trade and logistics
* Administrative and immigration services
* Food ventures and warehouse operations
* Digital media campaigns

We operate through streamlined systems and coordinated task networks to deliver value across domains.

### **Position Summary**

We are hiring a **Senior Admin & Finance Coordinator** to take on a cross-functional role involving administration, HR, finance, and logistics oversight. This is a **task-based position**, focused on ensuring systems run smoothly and resources are well-coordinated across departments.

The role offers flexibility in hours, but requires **reliability and readiness** — when tasks arise, you’re expected to respond with clarity and urgency, including during weekends or evenings if needed. You will be based in our Manila office by default, with conditional remote flexibility depending on current task status.

### **Key Responsibilities**

1. **Office & Logistics Oversight**
   * Coordinate schedules and task flow for drivers and riders
   * Oversee warehouse inventory status, restocking, and cross-location transfers
2. **Administrative & Financial Supervision**
   * Verify cashier records and support financial accuracy across systems
   * Review HR system outputs (payroll summaries, benefits verification)
3. **Support Coordination**
   * Arrange materials and physical tools required by internal task teams
   * Communicate with vendors and service partners (e.g., insurance, rentals)
4. **Workflow & System Monitoring**
   * Identify and escalate task exceptions or process gaps
   * Work with assistants to ensure accurate task execution and records

### **Qualifications & Profile**

* **Age requirement**: 27 to 45 years old
* Minimum 2 years of experience in accounting or related field
* Strong logical thinking, structured decision-making, and attention to detail
* Fluent in English (reading/writing) for professional communication and documentation
* Familiar with tools like Google Sheets, S HRIS platforms
* Based in the Philippines, available for office-based duties in Manila

### **Compensation Package**

* **Basic Salary**: PHP 20,000/month
* **Performance Bonus**: PHP 30,000–50,000/month
* **Monthly Allowance**: PHP 5,000 (for communication, transport, meals)
* **Travel & Task Reimbursements**: Handled separately upon approval
* **13th Month Pay and Government Benefits**: In line with Philippine regulations
* **20% Year end dividend** from company profit

### **Ideal Candidate**

This role is designed for experienced professionals who value flexibility with clear responsibility. You’ll thrive if you enjoy **connecting systems**, **coordinating people**, and ensuring smooth back-end operations across moving parts. It is not an entry-level position — we are looking for someone who has managed real-world processes and understands how to keep operations reliable.