Job Posting: Administrative Assistant (Project-Based)

Company: Our Organization

Our Organization is a light-asset business collective operating in the Philippines, committed to cross-sector innovation. Our ventures span across:  
1. Import Trading – Managing agile cross-border product operations  
2. Food Ventures – Driving rapid brand development including our fast-scaling garlic sauce line  
3. Digital Operations – Building streamlined internal platforms and lean administrative systems  
  
We value adaptability, data clarity, and integrity. Our workplace thrives on strong personal accountability and team-based excellence.

# **Position Summary**

As an Administrative Assistant, you will support our daily operational backbone. The role includes handling financial records, organizing internal documentation, and maintaining structured backend processes. This position is vital in sustaining internal order and ensuring that our growth is built on precision.

# **Key Responsibilities**

· Cashiering and maintaining daily transaction records

· Filing and organizing internal documents, both hardcopy and digital

· Publishing job posts and inputting data on internal platforms

· Assisting the executive team in administrative execution and task coordination

# **Candidate Requirements**

· Demonstrated personal integrity and accountability

· Strong attention to detail and reliable task ownership

· Familiarity with common office tools (Excel, Google Drive, etc.)

· Clear communicator with a proactive mindset

· Gender inclusive, with female applicants preferred due to team structure

# **Work Structure**

Location: Westgrove Place, Malate (beside Puregold San Andres)  
Schedule: Monday to Friday, 8:00 AM – 5:00 PM (weekends and holidays off)  
Compensation: PHP 18,000/month  
Benefits:  
- Government-mandated SSS, PhilHealth, and Pag-IBIG  
- 13th-month pay in compliance with Philippine labor law  
Contract Type:  
- Project-based (monthly renewable, maximum 3 months)  
- Possibility for direct transition to permanent employment based on performance and company needs

# **Application Process**

· Contact us via Viber at +63 917 111 1105

· Include: Full name, Position applied for, Resume/CV, One recent photo

· Shortlisted applicants will undergo:

· - A work habits evaluation

· - A personality screening

· - A virtual pre-screening interview

· Final interview invitations will follow based on screening outcomes