

## SALES ADMIN ASSISTANT (ORDER-TO-CASH)

### Who we are:

HOPE was founded in 2012 with one Mission: to provide Filipinos with an easy way to vote with their peso about what was important to them. As an Impact Company and the country's 1st B Corp, we put Education at the forefront of our movement, building much-needed public school classrooms through the sale of Hope in Bottle water. In 2016, we branched out into Agriculture interventions that would help secure the livelihood of thousands of smallholder farmers through the Hope in a Coconut campaign in partnership with the world's leading coconut water brands.

Most recently, in 2019, we created the Plastic Credit Exchange, which works with game-changing companies to sustainably neutralize their plastic footprints to promote Environmentally responsible consumption and to make sure that we are working towards a safer, cleaner planet. All of these efforts come together to deliver on what we at HOPE promise – a movement leveraging the power of people to achieve great things Together.

Business for Good.

### About the role:

As a **Sales Admin Assistant under our Order-to-Cash Team**, you will facilitate processes under order management, invoice management, AR management, and Sales. You will play a key role in ensuring all functions are properly managed and optimized to help the team achieve its sales and collection targets. Your responsibilities include, but are not limited to:

#### Order Management:

- Extraction of purchase orders from the customer portal;
- Processing of orders through our portal, NetSuite;
- Invoice Management;
- Monitoring of deliveries and returns;
- Preparation of statements of accounts and invoices;

#### AR Management:

- Timely processing of invoices and collections from the customers;
- Real-time updating of NetSuite for all payments received;
- Collecting and managing the accounts receivables (ARs);
- Building and maintaining excellent relationships with partner clients, establishments, and logistics partners; and
- Preparing and submitting sales and collection reports.



**Competencies:**

- Candidates must have completed a Bachelor's Degree in Business, Management, Accounting, Commerce, or any related courses.
- Open to fresh graduates or candidates with at least 1 year of work experience as a Collections Assistant, Admin Assistant, or Sales Assistant in the FMCG or any highly-transactional industries
- Detail-oriented, highly organized, and able to work independently
- Mission-driven and excited to work for an impact company
- Must be amenable to doing on-site work

**Work Location:** Makati City

**Work-Type:** Full-Time, Onsite Work

Interested candidates may send their updated CVs to [careers@generationhope.ph](mailto:careers@generationhope.ph).