



Holland House Mexico, The Dutch-Mexican Chamber of Commerce, is looking for an

Administrative Assistant, Collection & Billing

Company Description

Holland House Mexico (HHM) is a non-profit organization dedicated to helping Dutch companies be successful in the Mexican market, as well as promoting trade, investment, and sustainable business development between Mexico and The Kingdom of the Netherlands. Holland House Mexico is the one-stop shop for Dutch companies doing business in Mexico or entering the market. Our portfolio of services, ranging from market analysis, opportunity identification and matchmaking to customized professional services, is designed to significantly lower the market entry costs and risks, and accelerate the pace of business development.


Job Opportunity

Holland House Mexico is offering a position as Administrative Assistant, including collection & billing. In this function, you will be responsible for:

- Invoicing process including credit note procedure;
- Checking correctness and timing of prepared invoices;
- Accounts receivable control, including reminding and bi-weekly meeting with Manager;
- Payment process;
- Purchase invoicing process;
- Reconciliation of general accounts and reporting to accountant firm
- Answering questions to the afore-mentioned points in consultation with the Manager;
- Performing administrative office tasks that support HHM daily operations

Minimum Requirements of the Candidate

Holland House Mexico is looking for a pro-active, independent, analytical, and responsible person with a degree in Business Administration, Economics, Accountancy or similar. A minimum of 2 years of



experience in a position with comparable responsibilities is required. Very good written and oral English and Spanish language skills are required, as well as the capacity of critical thinking and excellent organizational skills.

What we Offer

A full-time position with a flexible work schedule and the opportunity to grow and increase your professional skills in a dynamic and international environment. The position will be mainly remote work, with 1 office day + physical events.

Economic compensation: \$15,000 - 18,000 MXN + bonuses, pending applicant's profile and experience. Social security according to Mexican law, 15 holidays starting year 0 and 2 weeks off during Christmas/New Year.

Interested?

The position is available per 15 November 2022. Please send your curriculum including references, and motivation letter/ presentation/ video before 10 November to:

Carin Verbree

Manager HHM

cv@hollandhousemexico.com

