

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectare more or less.

JHMC is in need of a **EMS PROJECT COORDINATOR** (Project-based)

JOB SUMMARY:

Provides clerical and organizational assistance to the Environment Management Division for the establishment of EMS Certifiable to ISO 14001:2015

QUALIFICATION STANDARDS

Education	:	Any Bachelor's Degree relevant to the job
Work Experience	:	Fresh graduates are welcome to apply
Skills	:	Excellent communication skills both in verbal and written
	:	Excellent Interpersonal skills
	:	Knowledgeable in Microsoft Office applications

All interested applicants are requested to submit their Application Letter, Curriculum Vitae with ID Picture indicating the position/s you are applying for, Certified True Copy of Original Diploma, Certified True Copy of Original Transcript of Records, NBI Clearance, Certificate of Employment from previous employer/s (if applicable), Certificate(s) of Training/s attended on or before NOV 07 2017.

THE SELECTION COMMITTEE

Attention: Mr. Danny B. Latawan, HR Manager
John Hay Management Corporation
Cottage 624, John Hay Special Economic Zone
Camp John Hay, Baguio City
Telephone No. (074) 444-5823

Or email us at: jobs@jhmc.com.ph or danny.latawan@jhmc.com.ph
Visit our website at: www.jhmc.com.ph/careers/

Approved for external posting by:

ALLAN R. GARCIA
President and CEO

John Hay Management Corporation

a member of the BCDA Group



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