

John Hay Management Corporation (JHMC), a member 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 the following:

ENGINEERING/ARCHITECTURAL AIDE (1)

Status of employment: Fixed-term

JOB SUMMARY:

Assist in the preparation of technical documents for infrastructure projects (Program of Works estimates, specifications, detailed drawings, project schedule) and provide clerical assistance to the Office of the Building Official.

QUALIFICATION STANDARDS:

- Education** : BS in Civil Engineering/BS in Architecture (with license)
Experience : No work experience required
Skills : Computer Aided Design and Building Information Modeling

All interested applicants are requested to submit their **Application Letter** indicating the position/s you are applying for, **Transcript of Records, and NBI Clearance, and Comprehensive Resume with ID Picture**, on or before **02 May 2017** to:

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HRD 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
danny.latawan@jhmc.com.ph
Visit our website at: www.jhmc.com.ph

Approved for External Posting by:

Mr. Allan R. Garcia
President and CEO

John Hay Management Corporation

a member of the BCDA Group



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