



JOHN HAY MANAGEMENT CORPORATION



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.

Our company is in need of the following:

**EXECUTIVE ASSISTANT TO THE OVPCOO**

**Status of Employment:** *Regular*

**JOB SUMMARY:**

*Responsible for providing administrative services and overall coordination and assistance in the day to day operations and management of the immediate office of the Vice President.*

**GENERAL DUTIES AND RESPONSIBILITIES:**

- ✓ *Provide overall coordination and assistance in the day to day operations and management of the immediate office of the Vice president.*
- ✓ *Reviews/ prioritizes incoming communications/ documents requiring action and attention by the Vice President.*
- ✓ *Refers communications/ documents and assignments, as directed by the Vice President to the appropriate JHMC officials.*
- ✓ *Monitors completion and implementation of instructions/ assignments given by the Vice President.*
- ✓ *Coordinates with JHMC officials regarding the requirements/ instructions of the Vice president.*
- ✓ *Coordinates preparation of special/ accomplishment reports to the Vice president and the Board.*
- ✓ *Prepares briefing materials/ aidememoire, reports and minutes of meetings for the Vice President's reference.*
- ✓ *Recommends meetings/ activities for inclusion in the Vice president's schedule and undertake measures to ensure the timeliness and smooth flow of the conduct of such activities.*
- ✓ *Attends to inquiries/ calls which could not personally attended to by the Vice president and relays information as needed by the callers/ requesting party within limits set by the Vice president.*
- ✓ *Budgets and monitors the resources of the Office of the Vice President to ensure that consumption/ utilization thereof is optimized within the budgetary limits.*
- ✓ *Maintains a systematic file of all official documents.*
- ✓ *Takes charge of the requisition of office supplies, materials and equipment for the unit.*
- ✓ *Performs other functions that maybe assigned from time to time.*

**QUALIFICATION STANDARDS:**


<b>Education</b>	<i>Bachelor of Business/ Public Administration, Commerce, Economics, Management or other relevant fields of study</i>
<b>Experience</b>	<i>2 years of relevant experience</i>
<b>Training</b>	<i>Must be computer literate</i>

All interested applicants are requested to submit their Application Letter, Transcript of Records, and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **16 February 2017** to:

**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  
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Approved for External Posting by:

  
**EDSEL U. COLCOL**  
ASD Manager