

NOV-012418-05

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 hectares more or less.

Our company is in need of a **OCS Clerk (Fixed-term)**

DUTIES AND RESPONSIBILITIES

1. File, scan and inventory of Board and Committee materials, documents, and records maintained by the Office of the Corporate Secretary.
2. Inventory of Board and Committee materials, documents, and records, to be submitted to the Records Office for archiving and proper disposal.
3. Assist in the collation and reproduction of Board and Committee materials.
4. Attend and assist during the Board and Committee meetings.
5. Assist in the preparation of payments of expenses of the Office of the Corporate Secretary and Board of Directors.
6. Perform other functions assigned from time to time.

QUALIFICATION STANDARDS

Education	Bachelor's degree in Business/Public administration or other relevant fields of study.
Experience	at least 6 months of relevant experience
Other Requirement	Must be computer literate


All interested applicants are requested to submit their Application Letter, Transcript of Records, NBI Clearance and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **03 February 2019** 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
Or email us at: mgmt@jhmc.com.ph
Visit our website at: www.jhmc.com.ph

EXTERNAL POSTING:

Approved by:


ALLAN RAZON GARCIA
President and CEO

John Hay Management Corporation

a member of the BCDA Group



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