

Reference No: *HRSD-ADS-2018-10*

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.

JHMC is in need of a **PARALEGAL** (Fixed-term Employment Status)

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. *To assist the LRIS in the preparation, filing and service papers and correspondences relating to legal concerns of JHMC*
2. *To assist the LRIS in the legal research, contract review, and preparation of legal opinions*
3. *To assist the LRIS in liaising/coordinating with government and corporate offices, OGCC and OSG on legal concerns*
4. *To assist the LRIS in conducting inventory and updates on legal cases involving JHMC*
5. *Assist the LRIS in the conduct of legal research to update the Legal and Other Obligations Register (LOOR) in compliance with the International Organization for Standardization (ISO) as well as monitor legal developments*
6. *Assist the LRIS in monitoring compliance of all departments to relevant laws, rules and regulations as well as company policies and procedures*
7. *Assist the LRIS in preparing Monthly Case Monitoring Report for review by the Assistant Legal Manager and Legal Manager*
8. *Assist the LRIS in Contract Administration*
9. *To perform other functions that may be assigned from time to time*

**QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's Degree in Political Science, Commerce, Business Administration
<b>Experience</b>	Relevant work experience is an advantage but fresh graduates are welcome to apply
<b>Other Requirement</b>	Excellent communication skills both in verbal and written, knowledgeable in Microsoft Office applications

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 **09 July 2018** to:

**THE SELECTION COMMITTEE**

Attention: Mr. Danny B. Latawan, HR Manager  
JHMC Office, 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](mailto:mgmt@jhmc.com.ph) or [danny.latawan@jhmc.com.ph](mailto:danny.latawan@jhmc.com.ph)  
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