

Reference No: *HRSD-ADS-2018-02*

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.

Our company is in need of a **PROCUREMENT CLERK**
Status of Employment: **Fixed-term**

GENERAL DUTIES AND RESPONSIBILITIES:

- ✓ *Preparation and maintenance of applicable procurement documents*
- ✓ *Assist the Administrative Services Department (ASD) in recording of procurements made and other office transaction*
- ✓ *Assist the Procurement Officer in the preparation of Abstract of Bids and other relevant reports*
- ✓ *Assist the Bids and Awards Committee (BAC) Secretariat/Technical Working Group (TWG) in the preparation of bid documents, if necessary*
- ✓ *Perform other task related to procurement*

QUALIFICATION STANDARDS:

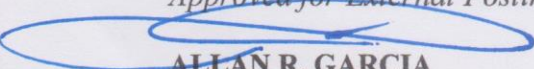
- Education :** *Bachelor's degree relevant to the job*
- Work Experience:** *Relevant experience in processing government transactions is an advantage*
- Skills :** *Proficient in MS Office application (Excel, Word, Powerpoint)*

All interested applicants are requested to submit their Application Letter, Comprehensive Resume 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, and NBI Clearance on or before MAR 9 2018 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

Approved for External Posting by:


ALLAN R. GARCIA
President and CEO