

[NOV-041119-12](#)

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 **PROPERTY ASSISTANT (Fixed Term)**

## **DUTIES AND RESPONSIBILITIES**

To assist the Property Unit with the following duties and responsibilities:

- a. *Continue with the continuous update of JHMC property records for the annual and continuous reconciliation with the Accounting Unit;*
- b. *Assist the Property Unit in the conduct of the annual and semi-annual physical inventory-taking;*
- c. *Prepare the necessary documentary requirements for the annual conduct of the property disposition as required by the COA rules and regulations and other applicable laws, including GAAM and NGAS for GOCCs; and,*
- d. *Perform other related functions as may be assigned from time to time.*

## **QUALIFICATION STANDARDS**

<b>Education</b>	Bachelor's Degree relevant to the job
<b>Experience</b>	Relevant experience in processing government transactions is an advantage.
<b>Training</b>	<i>Relevant trainings (16 hours)</i>
<b>Other Requirement</b>	<i>Knowledge in Microsoft Word, Excel, PowerPoint, Basic Computer Operations, and Good Communication Skills</i>

All interested applicants are requested to submit their Application Letter and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **30 April 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  
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