

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.

JHMC is in need of the following:

**SAFETY AND SECURITY ASSISTANT (1)**

**Status of Employment:** Fixed-term

**JOB SUMMARY:**

*Responsible for providing clerical services in the day to day operations of the Safety and Security Department.*

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. *Encode drafts and final form of memoranda, office correspondence and other documents needed by the department;*
2. *Maintains record of incoming and outgoing documents and other matters and distributes/routes thereof to concerned staff;*
3. *Takes charges of the release and return of records on file;*
4. *Receives and entertains visitors/phone calls for official matters*
5. *Maintains systematic file of all official documents;*
6. *Assists in the collation and preparation of standard officer forms and other documents.*
7. *Takes charge of the acquisition of office supplies, materials and equipment*
8. *Receives Roster of troops, Daily Guard Deployment for the period of 01-15, 16-30 of every month and Accomplishment Report*
9. *Performs other functional from time to time.*

**QUALIFICATION STANDARDS:**

**Education:** *Any Bachelor's Degree relevant to the job*

**Experience:** *No work experience required (entry level)*

**Skills:** *Must be computer literate (Knowledgeable in Microsoft Word, Excel and Powerpoint)*

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 **03 March 2017** to:

**THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HRD Manager  
John Hay Management Corporation  
Cottage 624, John Hay Special Economic Zone  
Camp John Hay, Baguio City  
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