



ALLAN RAZON GARCIA
President and CEO

Approved by:

EXTERNAL POSTING:

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

THE SELECTION COMMITTEE

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 **21 January 2019** to:

Education	Relevant field of study.
Experience	Relevant experience (minimum of one year)
Training	Relevant trainings (16 hours)
Other Requirement	Knowledge in Microsoft Word, Excel, PowerPoint, Basic Computer Operations, and Good Communication Skills

QUALIFICATION STANDARDS

1. Tour Clients/ guests at the Historical Core;
2. Assist in the implementation of marketing events;
3. Provide necessary customer and related services to clients and stakeholders;
4. Assist the BDD in liaising with other government and corporate offices relating to the business operation of JHMC;
5. Assist in coordinating with guests and clients on the events and serves as the point person at the historical core in the absence of the BDD Marketing Assistant and BDD Marketing Officer;
6. Coordinate with the Ticketing Clerk relative to ticket sales at the Historical Core; prepares a report; and submit the same to the BDD Manager;
7. Ensure the completion of the CSF Form from clients and stakeholders handled by him/her; and
8. Perform other related functions that maybe assigned from time to time.

DUTIES AND RESPONSIBILITIES

Our company is in need of a **TOUR GUIDE (Project-based)**

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.

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