

[NOV-100720-16](#)

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 **Clerk under the Office of the Corporate Secretary, JL 7 (Php 554.14/day)**  
Status: **FIXED – TERM EMPLOYMENT**

### DUTIES AND RESPONSIBILITIES

1. *Files, scans and inventories all the documents and records maintained by the Office of the Corporate Secretary.*
2. *Performs inventory of Board Committee materials, documents and records to be submitted to the Records Office for archiving and proper disposal.*
3. *Assists in the collation and reproduction of Board and Committee materials.*
4. *Attends and assists during Board and Committee meetings.*
5. *Assists in the preparation of payments of expenses of the Office of the Corporate Secretary and Board of Directors.*
6. *Performs other related functions as may be assigned from time to time.*

### QUALIFICATION STANDARDS

<b>Education</b>	Bachelor's Degree in Business/Public Administration or other relevant fields of study
<b>Experience</b>	At least 6 months of relevant experience
<b>Other Requirement</b>	Must be a computer literate

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 **13 OCTOBER 2020** to:

#### **THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager  
John Hay Management Corporation  
JHMC Office (former AIM Building), 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)  
Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

### EXTERNAL POSTING:

Approved by:



**ALLAN RAZON GARCIA**  
President and CEO