

[NOV-030421-12](#)

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 an **BDD (Business Development Department) Clerk, JL 7 (PhP 554.14/day)**
Status: Fixed-term Employee

DUTIES AND RESPONSIBILITIES

1. Maintain files and records so they remain updated and easily accessible (e.g. database of incoming and outgoing communication, tourist arrivals at the Historical Core, database of Historical Core Contracts, completion of Customer Satisfaction Feedback (CSF) Form from clients, etc.;
2. Sort and distribute incoming and prepare outgoing communication matters (envelopes, packages, etc.)
3. Answer the phone to take messages or redirect calls to appropriate colleagues;
4. Utilize office equipment such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
5. Prepare minutes of meetings and dictations;
6. Assist in office management and organization procedures;
7. Monitor stocks of office supplies (paper clips, stationery etc.) and request when there are shortages;
8. Tour clients/guests visiting the Historical Core, whenever necessary;
9. Assist in the implementation of activities at the Historical Core such as weddings, events, etc., whenever necessary;
10. Assist in making travel arrangements and booking venues for conferences and events; and
11. Perform other functions that maybe assigned from time to time.

QUALIFICATION STANDARDS

Education	Any Bachelor's Degree relevant to the job
Skills	Knowledgeable in Microsoft Word, Excel, Powerpoint Basic Computer Operations Good Communication Skills

All interested applicants are requested to submit their **Application Letter and Comprehensive Resume with Photo (do not submit other documents not being requested)** indicating the position/s you are applying for on or before **11 MARCH 2021** 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

EXTERNAL POSTING:

Approved by:



ALLAN RAZON GARCIA 04-MAR-2021
OPCEO-0395
President and CEO