

[NOV-050621-15](#)

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 **SSD (Safety and Security Department) Clerk, JL 7 (PhP 554.14/day)**  
**Status: Fixed-term Employee**

### DUTIES AND RESPONSIBILITIES

1. Encode drafts and final form of memoranda, office correspondence and other documents needed by the department;
2. Attends to and maintains records of incoming and outgoing communications and other matters and distributes/routes thereof to concerned staff;
3. Takes charge of the release and return of records on file;
4. Receives and entertains visitors/phone calls for official matters;
5. Maintains a systematic file of all official documents;
6. Receives and entertains, sorts, records and routes to the proper personnel all incoming communications/documents;
7. Assists in the collation and preparation of standard office forms and other documents;
8. Takes charge of the requisition of office supplies, materials and equipment;
9. Performs other functions that may be assigned from time to time.

### QUALIFICATION STANDARDS

<b>Education</b>	Any Bachelor Degree relevant to the job
<b>Skills</b>	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) through our official email address** indicating the position/s you are applying for on or before **20 MAY 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

Email us at: [mgmt@jhmc.com.ph](mailto:mgmt@jhmc.com.ph) or Visit our website at: [www.jhmc.com.ph](http://www.jhmc.com.ph)

### **EXTERNAL POSTING:**

Approved by:



**ALLAN RAZON GARCIA** 12-MAY-2021  
OPCEO-0825  
President and CEO