

[NOV-062121-20](#)

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 needs an **EXECUTIVE CLERK, JL 7 PhP 554.15**
Status: Fixed-Term

DUTIES AND RESPONSIBILITIES

1. *Assists in maintaining a proper filing and document control system for recording and tracking of all documents and activities for various JHMC projects and commitments.*
2. *Assists in arranging/coordinated meetings.*
3. *Assists in facilitating preparation and collation of documents necessary for projects and submissions to BCDA.*
4. *Perform other tasks as assigned from time to time, as necessary.*

QUALIFICATION STANDARDS

Education	Bachelor's Degree relevant to the job
Skills	Computer literate

All interested applicants are requested to submit their **Application Letter and Comprehensive Resume with Photo in PDF File (do not submit other documents not being requested) through our official email address** indicating the position/s you are applying for on or before **27 JUNE 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 or Visit our website at: www.jhmc.com.ph

EXTERNAL POSTING:

Approved by:



ALLAN RAZON GARCIA 21-JUN-2021
OPCEO-1091
President and CEO