

[NOV-010522-01](#)

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 **LEGAL ASSISTANT, Job Level 9, PhP 833.04/day**  
**Status: Fixed-term Employment**

### **DUTIES AND RESPONSIBILITIES**

1. To assist in the preparation, filing and service of papers and correspondences relating to legal concerns of JHMC;
2. To assist in legal research, contract review, and preparation of legal opinions;
3. To assist in liaising/coordinating with government and corporate offices, GOCC and OSG on legal concerns;
4. To assist in the conduct of inventory and preparation of status reports/updates on legal cases involving JHMC;
5. To assist in the conduct of legal research to update the Legal and Other Obligations Register (LOOR) in compliance with the International Organization for Standardization (ISO) as well as monitor legal developments;
6. To assist in the monitoring compliance of all departments to relevant laws, rules and regulations as well as company policies and procedures;
7. To record incoming and outgoing communications and/or documents for the LD via the logbook, DTS and HIS as well as prepare various monitoring reports in connection thereto;
8. To assist in the implementation of the Contract Monitoring Policy;
9. To manage the filing system of LD and perform other clerical tasks such as but not limited to the preparation of vouchers, various forms, and supporting documents related to reimbursements, cash advances and other administrative requirements of LD and its staff;
10. To perform other functions that may assigned from time to time.

### **QUALIFICATION STANDARDS**

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|--------------------------|--|
| <b>Education</b>         | Bachelor's Degree in Political Science, Commerce and Business Administration                                 |
| <b>Experience</b>        | Relevant work experience is an advantage, but fresh graduates are welcome to apply                           |
| <b>Other Requirement</b> | Excellent communication skills both in verbal and written.<br>Knowledgeable in Microsoft Office application. |

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC downloadable form) with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **10 JANUARY 2022** to:

#### **THE SELECTION COMMITTEE**

Attention: **Mr. Danny B. Latawan**, HR Manager

John Hay Management Corporation, 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** 05-JAN-2022  
OPCEO-0016

President and CEO