

[NOV-022122-19](#)

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 OF THE OFFICE OF THE CORPORATE SECRETARY, 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

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

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 **26 February 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

Visit our website at: www.jhmc.com.ph

EXTERNAL POSTING

Approved by:



ALLAN RAZON GARCIA 21-FEB-2022
OPCEO-0422
President and CEO