

[NOV-040722-29](#)

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 **COMMUNITY RELATIONS ASSISTANT, Job Level 7 PhP 554.14/day**
Status: Fixed-term Employee

GENERAL DUTIES AND RESPONSIBILITIES

1. *Assist in the operations of Public Relations Office and implementation of communication campaigns and timely execution of plans and programs;*
2. *Assist in the planning and creation of corporate social responsibility (CSR) project and public relations (PR) activities;*
3. *Assist in the coordination and collaboration with other agencies on CSR projects and PR activities;*
4. *Assist in the monitoring of press releases relative to BCDA and JHMC in the tri-media platform;*
5. *Maintain files and records, sort and route incoming and outgoing documents of the Community Relations Office;*
6. *Performs other functions assigned from time to time.*

QUALIFICATION STANDARDS

<i>Education</i>	<i>College graduate of any course except Engineering courses</i>
<i>Special Skills Required</i>	<i>Computer Literate</i>

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 **12 April 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 08-APR-2022
President and CEO OPCEO-0742