

[NOV-041222-30](#)

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 **BUSINESS DEVELOPMENT DEPARTMENT (BDD) CLERK, Job Level 7, PhP 554.15/day**
Status: **Project-based Employee**

GENERAL DUTIES AND RESPONSIBILITIES

1. *Maintain files and records on incoming and outgoing communication, completion of Customer Satisfaction Feedback (CSF) Form for clients, and others;*
2. *Distribution/routing of incoming and outgoing communication;*
3. *Prepare minutes of meetings/highlight/dictations;*
4. *Assist in office/files management;*
5. *Monitor inventory of office supplies and facilitate replenishment as necessary;*
6. *Tour clients/guests visiting the Historical Core, whenever necessary;*
7. *Assist in the implementation of activities (such as weddings, events) at the Historical Core;*
8. *Perform other functions that maybe assigned from time to time.*

QUALIFICATION STANDARDS

Education	Bachelor's degree relevant to the job
Experience	At least one (1) year experience is an advantage
Training	At least eight (8) hours relevant training is an advantage
Other Requirement	Basic Computer Operations, knowledgeable on Microsoft Office applications (Word, Excel, PowerPoint, etc) Good communication skills

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 **17 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:


OPCEO-0800
ALLAN RAZON GARCIA
President and CEO