

[NOV-060722-43](#)

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 **FACILITIES AND MAINTENANCE ASSISTANT**

Salary: *Job Level 8, PhP 678.20/day*

Status: *Fixed-term Employment*

DUTIES AND RESPONSIBILITIES

1. *Assists the Facilities and Maintenance Staff and Cottage Attendant in the conduct of repairs and replacement works especially in the following:*
 - a. *Plumbing*
 - b. *Carpentry*
 - c. *Electrical repairs*
 - d. *Roofing*
 - e. *Masonry*
 - f. *Fabrication*
 - g. *Welding works and etc*
2. *Assists in the conduct of regular inspections on JHMC facilities, including equipment, structures and grounds.*
3. *Assists in the conduct of preventive maintenance on JHMC facilities, including equipment, structures and grounds.*
4. *Perform other related tasks that may be assigned from time to time.*

QUALIFICATION STANDARDS

Education	<i>Vocational</i>
Other Requirement	<i>Preferably with experience(s)/training on electrical, carpentry, painting, welding and plumbing works and basic knowledge in using tools With professional Driver's license</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 June 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 07-JUN-2022
OPCEO-1190
President and CEO