

[NOV-081522-58](#)

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 **SAFETY AND SECURITY (SSD) ASSISTANT**

Salary: **Job Level 7, PhP 554.14/day**

Status: **Project-based Employment (until 31 December 2022 only)**

### **DUTIES AND RESPONSIBILITIES**

1. *Encode drafts and final form of memoranda, office correspondence and other documents needed by the department;*
2. *Attends to and maintains records of incoming and outgoing communications and other matters and distributes/routes thereof to concerned staff;*
3. *Takes charge of the release and return of records on file;*
4. *Receives and entertains visitors/phone calls for official matters;*
5. *Maintains a systematic file of all official documents;*
6. *Receives and entertains, sorts, records and routes to the proper personnel all incoming communications/documents;*
7. *Assists in the collation and preparation of standard office forms and other documents;*
8. *Takes charge of the requisition of office supplies, materials and equipment;*
9. *Performs other functions that may be assigned from time to time.*

### **QUALIFICATION STANDARDS**

<b>Education</b>	<i>Bachelor's Degree in Office Administration or Management, Business or Public Administration,</i>
<b>Other Requirement</b>	<i>Proficient in filling, recording and transmitting of documents.</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 **20 August 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** 15-AUG-2022  
OPCEO-1729  
President and CEO