

[NOV-090623-030 3rd posting](#)

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 **TOURIST GUIDE/ALTERNATE TICKETING CLERK**

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

Status: **Fixed-term**

JOB SUMMARY

Responsible and ensures that itineraries are met and that customers are being informed in an entertaining manner about the Historical Core and Camp John Hay.

Responsible and accountable for the collection of all fees at the Historical Core and submission of pertinent Reports during the absence of the Ticketing Clerk.

GENERAL DUTIES AND RESPONSIBILITIES

1. Plan and implement itineraries and activities or guest in the Historical Core.
2. Describe points of interest along the tour of the Historical Core and answer questions as required.
3. Answers to queries by guest about the Historical Core.
4. Assist the Business Development Department in handling special events and other related activities.
5. Immediate attention to guest complaints and/or refer it to supervisor or concerned staff if beyond its authority.
6. Collects entrance fees and issues Official Receipts in the Historical Core.
7. Prepares pertinent periodic financial reports.
10. Performs other related functions that may be assigned from time to time.

QUALIFICATION STANDARDS

Education	<i>Bachelor Degree in Marketing, Mass Communications or other related fields of study</i>
Experience	<i>With relevant experience</i>
Other Requirement	<i>People person, Articulate in Pilipino and English, Basic Accounting (at least 6 units)</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 **11 September 2023** to:

THE SELECTION COMMITTEE

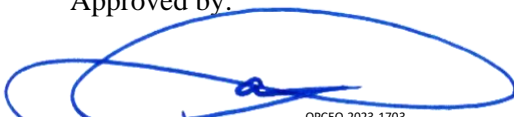
Attention: **Mr. Danny B. Latawan**, HR Manager

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

Approved by:



ALLAN RAZON GARCIA

President and CEO