

[HRD-NOV-2024-005 1<sup>st</sup> 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 **SEZAD ASSISTANT**

Status: *Fixed-term Employee (Contractual)*

Salary: *Job Level 8, 678.20/day*

**DUTIES AND RESPONSIBILITIES**

1. To assist the department in the validation and processing of necessary SEZAD permits for its clients and stakeholders including but not limited to preparing monthly reports, sorting and compiling issued permits.
2. To assist the department in the enforcement of the Customs Rules and Regulations inside the JHSEZ including but not limited to the conduct of inspection, tagging and inventory of articles brought in and out of the JHSEZ.
3. To assist the department in the implementation of all related laws and processes pertaining to the ingress and egress of various imported and local articles within the JHSEZ.
4. To provide administrative support to the department.
5. Performs other related functions assigned from time to time.

**QUALIFICATION STANDARDS**

<b>Education</b>	<i>Bachelor's Degree relevant to the job.</i>
<b>Other requirements</b>	<i>Ability to operate a computer with Microsoft Office Application Software and other standard equipment. Knowledgeable on Customs Rules and Regulations and economic issuances.</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 JANUARY 2024 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)

Approved by:

  
**ALLAN RAZON GARCIA**

*President and CEO*

16-JAN-2024  
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