

WE ARE HIRING MARKETING SPECIALIST

DEADLINE : 03 JULY 2025

HRD-NOV-2025-128

Job Level 8, PhP 678.20/day
Fixed-based Employment

Qualification Standards

Education: *Bachelor's Degree in Marketing, Business Administration, Communication, Tourism, or any related field*

Experience: *Experience is an advantage*

Training: *Preferably with relevant training*

Other Requirement: Skilled in Canva, CapCut, Adobe and other graphic and video editing tools; Basic knowledge of analytics tools; Proficient in English and Filipino, with strong communication skills; Basic understanding of digital marketing and branding.

Qualified applicants are requested to
PERSONALLY SUBMIT the following to the
HRD on or before 03 JULY 2025:

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with three (3) character reference with email addresses and contact numbers. **PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES.** Write N/A if not applicable

6. Transcript of Records and/or Form 2316 (for High school graduates)

7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

General Duties and Responsibilities

1. Conduct benchmarking activities and gather insights to help strengthen Camp John Hay's market positioning.
2. Analyze historical and current data to evaluate the effectiveness of marketing strategies, events, and campaigns.
3. Maintain and regularly update a database of marketing assets, photos, promotional materials, stakeholder contacts, Historical Core contracts, and tourism-related data.
4. Develop promotional materials for events and projects initiated by Business Development Department (BDD).
5. Manage JHMC's online presence, including the website and social media accounts, and boost engagement through content creation and digital campaigns.
6. Provide coordination and support for marketing-related events and activities within Camp John Hay.
7. Monitor tourism trends and collect visitor feedback to guide and refine marketing strategies.
8. Prepare reports, and assist in the documentation and evaluation of the department's overall marketing efforts.
9. Other tasks assigned.

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law