

WE ARE HIRING — SEZAD ASSISTANT

DEADLINE : 09 SEPTEMBER 2025
HRD-NOV-2025-165

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

Qualification Standards

EDUCATION: *Bachelor's Degree*

EXPERIENCE: *Experience working in regulatory compliance management, inventory of goods, report preparation, filing, and/or record management*

TRAINING: *None required*

OTHER REQUIREMENT: *Proficiency in MS Office and other related applications; Good record keeping and office management skills*

Qualified applicants are requested to
PERSONALLY SUBMIT the following to the
HRD on or before: 09 SEPTEMBER 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)
7. Copies of Training Certificates (2024 – 2020)

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

General 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 permit;
2. To assist the department in the enforcement of the Customs Rules and Regulations inside the JHSEZ including but not limiting to the conduct of inspection, tagging, and inventory of articles brought in and out of the John Hay Special Economic Zone (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 JHSEZ;
4. To provide administrative support to the department; and
5. Performs other related functions assigned from time to time.

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