

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 an **BUSINESS DEVELOPMENT DEPARTMENT (BDD) STAFF**

Job Level: **JL 8 (Php 678.20/ day)**

Employment Status: **Fixed-Term Employment**

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the Human Resource Division (HRD) on or before **13 JANUARY 2026**:

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 (Photocopy)
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS)
6. Transcript of Records and/or Form 2316 for High School Graduates (Photocopy)
7. Copies of Training Certificates (2024 – 2020)

#### **QUALIFICATION STANDARDS:**

<b>Education</b>	Bachelor's degree in any business related course (Business Administration, Public Administration, Economics or its equivalent)
<b>Experience</b>	At least 6 months of experience in administrative work or similar role
<b>Training</b>	None required
<b>Other Requirement/s</b>	<ol style="list-style-type: none"> <li>a. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)</li> <li>b. Familiarity with design tools such as Canva is an advantage</li> </ol>

#### **DUTIES AND RESPONSIBILITIES:**

1. Provide administrative support to the Business Development activities and Asset Disposition Programs:
  - a. Prepare, organize and maintain documents, reports and presentations related to business development activities.
  - b. Schedule and coordinate meetings, appointments with investors and other departments.
  - c. Respond to inquiries and follow up clients or partners as needed.
2. Assist in the conduct of research on market trends.
3. Manage client and investor database management:
  - a. Assists in maintaining and updating a database of investor clients, ensuring all contract information, interactions, and relevant data are up-to-date.
  - b. Assist in tracking and managing communications with investors to strengthen relationships.
4. Monitoring and Reporting:
  - a. Track project timelines and deliverables.
  - b. Prepare regular reports on project updates.
5. Perform other functions that may be assigned from time to time.