SOCOTEC
ISO 9001
ISO 14001
Certificate Numbers:
SCP000466Q
SCUK004591E

HRD-NOV-2024-039 1st 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 **DRIVER**
Status: *Fixed-term Employee (Contractual)*
Salary: *Job Level 8, Php 678.20/day*

DUTIES AND RESPONSIBILITIES
1. *To drive employees on official trips as scheduled whether local of outside JHMC Office. Also, transport external clients of JHMC related to official transactions, if needed.*
2. *Prepare trio ticket and/or gas slip.*
3. *Perform vehicle inspection before and after each trip.*
4. *Ensure cleanliness of all official vehicles.*
5. *Perform preventive maintenance and submit a weekly report with recommendation for appropriate action of the Property Custodian, General Services Manager and Administrative Services Manager.*
6. *Conduct minor repairs on the official vehicles.*
7. *Provide technical assistance concerning the procurement of supplies and equipment related to repair and maintenance of vehicles.*
8. *Undertake delivery of requirement of urgent JHMC supplies, equipment and materials as needed.*
9. *Adhere to JHMC policies and procedures.*
10. *Performs other related functions assigned from time to time.*

QUALIFICATION STANDARDS

Education	High School Graduate
Experience	Has at least 3 years work experience
Training	Preferably attended TESDA training on Automotive

All interested applicants are requested to submit the following to the **Human Resource Division on or before 23 JUNE 2024:**
1. Application Letter addressed to:

THE SELECTION COMMITTEE
Attention: Mr. Danny B. Latawan, HR Manager

2. Curriculum Vitae with ID Picture and 3 character references
3. Transcript of Records *(if applicable)*
4. Diploma *(if applicable)*
5. National Bureau of Investigation (NBI) Clearance
6. Certificate of previous employment *(if applicable)*
7. Certificates of Training

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED