

[HRD-NOV-2024-047 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 an EXECUTIVE CLERK TO THE OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER**

**Status:** *Fixed-term Employee (Contractual)*

**Salary:** *Job Level 8, Php 678.20/day*

**DUTIES AND RESPONSIBILITIES**

1. *Assist in the routing (physical and via Document Tracking System) of the official communications and documents to and from the Office of the President and Chief Executive Officer (OPCO).*
2. *Assists in the monitoring and/or provides required actions from the OPCEO in the Human Resource Information System (HRIS).*
3. *Provides overall coordination and assistance in the day-to-day operations of the OPCEO.*
4. *Provides administrative support to the OPCEO.*
5. *Maintain a systematic file of all official documents.*
6. *Performs other related functions assigned from time to time.*

**QUALIFICATION STANDARDS**

<b>Education</b>	Graduate of any Bachelor's Degree related to the job.
<b>Experience</b>	None
<b>Training</b>	None
<b>Other Requirement</b>	Knowledgeable in Microsoft (MS) Word, Excel, PowerPoint and various Google Tools

All interested applicants are requested to personally submit the following to the **Human Resource Division on or before 03 August 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**