

[HRD-NOV-2024-074 1st Posting](#)
19 November 2024

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 **RECORDS MANAGEMENT ASSISTANT**
Employment Status: Contractual
Salary: Job Grade 8, Php 678.20/day

GENERAL DUTIES AND RESPONSIBILITIES

1. *Receives and process incoming and outgoing communications including its digitization, data entry in the Document Tracking System (DTS), routing (through the DTS, email or physically route within the John Hay Management Corporation (JHMC), Baguio City and nearby municipalities) or sending (through courier of Philippine Postal Corporation).*
2. *Provides assistance in the administration in managing and maintaining records such as:*
 - 2.1. *Inventory and disposition of records.*
 - 2.2. *Organization of records in accordance with established laws, policies, guidelines and procedures, including brief description and locations.*
 - 2.3. *Records storage in a safe and secure manner.*
3. *Responds to records management requests as assigned for completion.*
4. *Maintains the confidentiality of restricted records and information at all times.*
5. *Provide assistance in the processing of QMS and EMS documents and records.*
6. *Submission of required reports.*
7. *Ensure compliance of corporate procedures and guidelines.*
8. *Assist in the setup of audio – visual equipment and other ICT systems for events, activities and meetings as requested.*
9. *Performs other related functions as may be assigned from time to time.*

QUALIFICATION STANDARDS

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|--------------------------|---|
| Education | <i>Bachelor's Degree in Information Technology, Computer Science, Library and Information Science or any related course relevant to the job</i> |
| Experience | <i>At least 1 year of experience in records management</i> |
| Training | <i>Relevant trainings for the job</i> |
| Other Requirement | <i>Knowledge on collaborative and productivity software.</i> |

All interested applicants are requested to **EMAIL** (indicate the position as the **SUBJECT**) the following to **avigale.villanueva@jhmc.com.ph** on or before **24 NOVEMBER 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 with **email addresses**
3. Transcript of Records (*if applicable*)

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED

Approved by: **ATTY. MARLO IGNACIO V. QUADRA**
PRESIDENT AND CHIEF EXECUTIVE OFFICER