



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 22 – 023

Opening Date: November 12, 2021

Closing Date: November 26, 2021

POSITION TITLE:	Administrative Assistant: Office Support & Logistics
DEPARTMENT:	Administration
LOCATION:	Saipan, Northern Mariana Islands, USA
ANNUAL SALARY:	\$16,742.00 - \$22,602.00 per annum, Non-Exempt
CONTRACT:	Not Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Executive Director or his/her designee.

Duties:

- Assists primarily in the needs of the Executive Director and must be readily available at a moment's notice to assist in any of his/her projects.
- Must be readily available to assist after a disaster (i.e., typhoon) and/or emergency that the Executive Director must address on behalf of the Corporation.
- Provides reception duties such as answering phones, typing, taking messages, photocopying, filing, referring inquiries to the appropriate resource and advises management of issues for resolution.
- Assists in gathering, assembling, updating, processing and/or distributing forms, documents, requests, invoices, mail and/or records and reviews information for completeness, accuracy and content.
- Picks up the Corporation's mail and or pouch from the U. S. Postal Service or from the airport cargo as well as customer payment receipts from the banks and distributes the documents accordingly on a daily basis.
- Collects and processes the Corporation's outgoing mail (letters, pouches and packages) and ensures all required postage and/or airway bill forms are properly completed.
- Deposits check payments received at the banks as well as performs other bank-related requests.
- Routes confidential and critical documents to the Board members and/or various government agencies and individuals for signature in a timely manner.
- Monitors supplies, materials and/or equipment inventory and prepares requisition for replenishment of needed supplies or required services; monitors order status, coordinates deliveries and services with vendors; and may provide pick-up or delivery of documents or items as needed.
- Ensures that conference/meeting rooms are kept tidy; including ensuring that common areas, such as the kitchen or break room, remain clean and clear throughout the day.
- Assists in corporate sponsored events.
- Must have strong attention to detail and the ability to take directions, along with previous work experience in office administration.
- Carries out any other reasonable requests made by department and/divisions at the approval of the Executive Director or his/her designee.
- Must be able to lift up to 50lbs.
- Performs other duties of a similar nature and level as assigned.

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

Tel: (670) 664-4282 • Fax: (670) 235-5131

CUC is an Equal Opportunity Provider and Employer.

Minimum Requirements: High School Diploma, GED or ABE Program and a minimum of one-year office work experience.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances (based on assignment); Customer service principles; Basic filing and recordkeeping principles; Basic mathematical concepts; Basic inventory and supplies maintenance practices; Modern office technology. Strong interpersonal and communication skills, clerical skills, and moderate computer proficiency.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards (based on assignment); Providing customer services, Filing, organizing and maintain records and files; Preparing basic reports, correspondence and documentation; Managing time and prioritizing requests; Providing attention to detail; Proofreading documents for accuracy; Identifying errors and making corrections; Reviewing and researching account information; Maintaining confidentiality of records and information; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with co-workers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

Licensing: Valid Driver's License with appropriate class.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources Department located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday, 7:30 am - 4:30 pm (except legal holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org