



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

JVA No. 22 – 040

Opening Date: January 10, 2022

Closing Date: January 24, 2021

<b>POSITION TITLE:</b>	<b>Warehouse Assistant</b>
<b>DEPARTMENT:</b>	<b>CFO/Warehouse</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$16,511.00 to \$22,602.00 per annum, Non- Exempt</b>
<b>CONTRACT:</b>	<b>Not Contracted</b>
<b>POSITION(S):</b>	<b>One (1)</b>

The incumbent will be under the direct supervision of the Chief Financial Officer or his/her designee.

### Duties:

- The Warehouse Assistant assists with physical inventories of stock, materials and supplies; takes material counts and/or verifies counts.
- Prepares, packs, and delivers materials and supplies; receives and responds to division and department material needs and requests.
- Loads and unloads materials and supplies; assists with offloading containers and materials; operates forklift as needed.
- Verifies quantities and quality of materials received; prepares receiving documents and reports; routes and delivers paperwork.
- Maintains order and in worksites and warehouse areas; stocks and restocks inventory materials in designated bin locations; may assist in determining whether materials are scrapped or salvaged.
- Prepares and issues materials for air, sea or postal delivery; reviews pick lists and verifies quantities and material accuracy.
- Performs other duties of a similar nature and level as assigned.

### Minimum Requirements:

Education: High School Diploma, General Education Diploma, or Adult Basic Education.

Knowledge of: Customer service principles; Basic mathematical concepts; Safety procedures and safe work practices; Modern office technology.

Skills in: Preparing, packing, issuing and delivering materials and supplies; Verifying material quantities and quality; Providing attention to detail; Operating heavy and light equipment machinery, hand and power tools required of assigned area; Adhering to safety procedures and safe work practices; Prioritizing tasks and managing time for efficiency; Identifying issues and solving problems; Providing attention to detail; Taking equipment readings and recording data; Maintaining activity logs and reports; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, general public, and others to sufficiently exchange or convey information and to receive work direction.

### Licensing/Certification:

- Valid U.S. Driver's License with appropriate class;

### Physical Demands:

- Occasional lifting of object; Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

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

**How to Apply:** You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, from Monday to Friday, 7:30am – 4:30pm. Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application and resume can also be e-mailed to: [employment.applications@cucgov.org](mailto:employment.applications@cucgov.org)