



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 23-025**

**Opening Date: January 23, 2023**

**Closing Date: February 3, 2023**

<b>POSITION TITLE:</b>	<b>Administrative Assistant</b>
<b>DEPARTMENT:</b>	<b>CFO/Warehouse</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$16,742.00 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. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

### Duties:

- Gathers, assembles, updates, processes and/or distributes forms, documents, requests, invoices, mail and/or records; reviews information for completeness, accuracy and content; resolves discrepancies; prepares information for processing and disseminates and/or maintains documentation.
- Provides reception duties and responds to request for information; provides customer support with completing forms and answering routine questions; refers inquiries as required to the appropriate resource; and advises management of issues for resolution.
- Enters data in systems or on documents; organizes and maintain files, records, logs, and/or timesheets, ensure file integrity and retention of records and documentation according to established procedures.
- Retrieves and/or prepares reports, correspondence, documents, deposits, account adjustments and other related documentation.
- Monitors supplies, materials and/or equipment inventory; prepares requisitions replenishment of 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.
- Copies and scans documents; maintains and organizes files records, reports and accounting transaction documentation.
- May assist with warehouse duties and responsibilities as assigned.
- Performs other duties of a similar nature and level as assigned.

### Minimum Requirements:

**Education:** High School Diploma or General Education Diploma or Adult Basic Education Program.

**Knowledge of:** Administrative and office procedures and systems; managing files and records; Customer service principles; Basic mathematical principles; Recordkeeping principles; Safety principles and safe work practices; and Modern office technology.

**Skills in:** Providing customer service and responding to inquiries; Coordinating services with other departments or resources; Preparing, packing, issuing and delivering materials and supplies; Verifying material quantities and quality; Providing attention to detail; Adhering to safety procedures and safe work practices; Maintaining activity logs and reports; Performing basic mathematical calculations; Researching account information or discrepancies; Preparing and maintaining files, forms, reports and records; Copying and scanning documents; Updating, maintaining and preparing reports and spreadsheet tracking documents; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

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 office 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](mailto:employment.applications@cucgov.org)

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

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**CUC is an Equal Opportunity Provider and Employer.**