



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

*\*Corporation Announcement\**

### EXAMINATION ANNOUNCEMENT NO. 24-080

POSITION:	<b>MSO Warehouse Supervisor</b>	OPENING DATE:	<b><u>04/24/2024</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>04/30/2024</u></b>
SALARY:	<b>\$30,823.52 – \$35,682.40 P/A</b>		
PAY LEVEL:	<b>05/01 – 05/04</b>		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Procurement & Medical Supply Office, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK

This individual will report to the Procurement Director and will undertake various responsibilities. These includes overseeing the general operations of a warehouse and the staff. Maintain, analyze and keeps track inventories. Works collaboratively with the Purchasing Manager. This position is located in Lower Base warehouse.

#### DUTIES:

- Uphold and adhere to the established CHCC policies and procedures, relevant federal and Commonwealth statutes and regulations.
- Assist the Warehouse Manager in overseeing daily operations and staff.
- Manages the Inventory System to ensure accuracy and timely data entries.
- Works and coordinates with Purchasing Manager on re-ordering point and maintenance of PAR Levels.
- Assist Warehouse Manager in extracting report from the new Inventory System
- Assist in the preparation of monthly QAPI reports.
- Responds to Nursing Manager's request for information.
- Maintains records (e.g., delivery log, etc.) for the purpose of documenting activities and providing reliable resource information.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Performs all functions within the scope of the warehouse for the purpose of providing warehousing operations.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements. Transports a variety of items (e.g., records/files, supplies, equipment, materials, mail, etc.) for the purpose of receiving and/or delivering materials on both scheduled and unscheduled pickup and delivery routes.
- Assist with physical inventory of the stock of the year ending.
- Ensures that all items delivered to the various units of CHCC are in date.
- Perform other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

**Education:** Any combination equivalent to graduation from an accredited college or university with an Associate's degree in related field.

**Experience:** Three (3) year experience in responsible procurement experience. One (1) year must have been in a supervisory position.

**Other:** This position may be asked to lift and carry supplies, medical equipment and other materials weighing up to 75 pounds. Usually working indoor but occasionally works outdoor.

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

**Licenses/ Certifications:** None.

**KNOWLEDGE/ SKILL/ ABILITIES:**

• **Clerical and Administrative Procedures:**

• Understanding of general clerical procedures, including document preparation, filing systems, and maintaining office organization.

• **Document Processing:**

• Knowledge of document processing, including creating and editing various types of documents efficiently.

• Knowledge in Microsoft Works (Excel and Words)

• **Customer Service Protocols:**

• Familiarity with customer service principles and protocols, capable of handling phone calls, inquiries, and providing information in a professional and courteous manner.

• **Data Compilation and Reporting Techniques:**

• Proficiency in data compilation techniques and reporting methodologies, especially in generating monthly reports related to inventory and purchasing.

**CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

**OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

***Note(s):***

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 234-8951 ext. 3416/3410/3427/3583

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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***Note:*** Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

***\*Corporation Announcement is open only to current employees of the Commonwealth Healthcare Corporation\****

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