



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO 25-049

POSITION: **LOGISTICS TECHNICIAN** OPENING DATE: **04/10/2025**
NO. OF VACANCIES: **2** CLOSING DATE: **04/23/2025**
SALARY: **\$22,998.56 P/A**
PAY LEVEL: **03/01**
LOCATION: **CHCC Main/ Central Supply Room (CSR),
Commonwealth Healthcare Center, Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the direct supervision of the Director of Procurement and Supply and the direct supervision CSR Team Leader, the incumbent in this position performs a variety of duties connected with inventory, receiving, storage and issuance of Medical Supplies and Non-medical supplies to the Corporation.

DUTIES:

- Uphold and adhere to the established CHCC policies and procedures, relevant federal and Commonwealth statues and regulations.
- Performs routine clerical tasks to support the smooth operation of the CSR warehouse office.
- Handle paperwork, correspondence, and other clerical responsibilities as needed.
- Utilize typing skills to prepare and edit documents, reports, and other written materials.
- Respond to phone calls, inquiries, and messages promptly and professionally.
- Establish and maintain an organized filing system for documents and records.
- Monitor and manage the inventory of supplies, ensuring an adequate stock level thru Censio Healthline Inventory System.
- Compile monthly reports detailing inventory levels.
- Ensure accuracy and completeness of data for submission to the CSR Team Leader.
- Assist in the annual and periodic of stock items supplies.
- Monitors inventory expiration and ensure First-in First-out arrangements and issuance.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION: High School Diploma or equivalent certification of basic adult education accomplishment.

EXPERIENCE: Two (2) year of experience in procurement or purchasing roles, preferably in healthcare or similar industry but not required.

OTHER: May be required to lift up 75lbs of medical supplies or equipment.

KNOWLEDGE/SKILLS/ABILITIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Must have knowledge in Microsoft excel and word.**

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.

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Intermediate computer software experience, including Microsoft Word, Excel, and PowerPoint. Typing Speed at least 40 wpm.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Near Vision—The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension— The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Static Strength—The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength—The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without ‘giving out’ or fatiguing.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body arms, and/or legs.
- Manual Dexterity— The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) 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, however facility hours are 24 hours / 7 day per week. The **Logistics Technician** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. 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

Direct Line: (670) 236-8951 extensions 3444/3410/3427/3583/3584

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.*

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