



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 25-107

POSITION:	<b>Logistics Technician</b>	OPENING DATE:	<b><u>09/05/2025</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>09/18/2025</u></b>
SALARY:	<b>\$22,998.56</b>		
PAY LEVEL:	<b>03/01</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Procurement & Supply, Lucia "Chiang" Villagomez Arizapa Health Center, Commonwealth Healthcare Corporation, Tinian		

#### NATURE OF WORK

Under the direct supervision of the Lucia "Chiang" Villagomez Arizapa Health Center (LCVAHC) Resident Director, the Logistic Technician will perform a variety of duties connected with receipt, storage, and issuance of medical supplies to Tinian Health Center. The role of a Logistics Technician is critical in ensuring the efficient and effective management of medical supplies withing LCVAHC. This position involves responsibilities related to inventory control, procurement, distribution, and maintenance of medical supplies and equipment. The Logistics Technician plays a vital role in supporting patient care by ensuring that healthcare providers have access to the necessary supplies and equipment when needed.

#### DUTIES:

- Drives vehicles (e.g. truck, van, forklift, for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- 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.
- Assists in receiving stock and nonstock items for the purpose of ensuring specifications, quantity, and quality of orders are correct.
- Assist with physical inventory of the stock for the year ending;
- Packs and crates medical supplies and other related equipment for shipment to Commonwealth Healthcare Corporation (CHCC).
- Ensures that all items delivered to the various units of Lucia "Chiang" Villagomez Arizapa Health Center (LCVAHC) are in date;
- Establishes and maintains all records of receiving of medical and non-medical supplies.
- Ensure medical and general supplies are stored in strict compliance with designated temperature and storage parameters.
- Assist in delivering goods to respective Units/Division within the Corporation.
- Perform other related duties as assigned.

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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.

## **QUALIFICATION REQUIREMENTS:**

**Education:** High School Diploma, General Equivalency Diploma (GED), Adult Basic Education (ABE), Advance Development Institute (ADI) or equivalent.

**Experience:** Two (2) years relevant experience in procurement or purchasing roles, preferably in a healthcare or similar industry.

**Other:** May ne required to life up to 75lbs of medical supplies or equipment.

## **KNOWLEDGE/SKILL/ABILITIES:**

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standard for services and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules or composition and grammar.
- Active Listening — Giving full attention to what 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, pr 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 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. 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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