



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

*** Promotional Announcement***

EXAMINATION ANNOUNCEMENT NO. 26-002

POSITION:	Administrative Specialist	OPENING DATE:	<u>01/22/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>01/28/2026</u>
SALARY:	\$30,823.52 - \$37,467.04 P/A		
PAY LEVEL:	05/01 – 05/05		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Plant Operations, Facilities Management Department, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

An employee in this class is responsible for performing a variety of increasingly responsible administrative staff assignments to relieve a superior of administrative detail and other matters not requiring personal attention. Incumbent in this class administers high-level and the most complex and sensitive administrative support duties. The difficulty and complexity of the work performed and the required thorough knowledge of the operations and administrative policies and procedures of the department to which the incumbent is assigned. Incumbents serve as lead Admin. staff and are expected to exercise independent judgment in applying the body of technical information in the performance of their duties, with review of end results by management. Serves as a lead Admin. staff where work is performed with greater independence than the lower class. This position is under the general supervision of the Director of Facilities Management and the direct supervision of the Manager, General Support Services (GSS).

DUTIES:

- Act as the point of contact for all staff and management providing admin support and managing their queries.
- Administer and monitor financial system in order to ensure the finances are maintained in an accurate and timely manner.
- Prepare and Administer Contracts and/or purchase orders.
- Prepare, administer and analyze surveys using infographics dashboard reporting format / presentation.
- Prepares detailed and comprehensive reports of findings and recommendations.
- Interprets administrative policy and relays instructions of policy and procedure revision.
- Acts as an aide to an administrative superior.
- Receives inquiries from the public by letter, telephone or in person and furnishes information or directs the inquiry to the proper source for answers.
- Conducts research on an assigned subject.
- Compiles administrative data and statistics.
- Assists in the preparation of budget requests.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Create, maintain, and enter information into databases.
- Use computers for various applications, such as database management or word processing.
- Operate office equipment, such as copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Maintain scheduling and event calendars.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.

- Complete forms in accordance with company procedures.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Conduct searches to find needed information, using such sources as the Internet.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Learn to operate new office technologies as they are developed and implemented.
- Train and assist staff with computer usage.
- Monitor and maintain office equipment, inventory supplies; Order and dispense supplies.
- Communicates and obtains price quotations from vendors, processes purchase requisition and is responsible for procurement processes.
- Prepare conference or event materials, such as flyers or invitations.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Establish work procedures or schedules and keep track of the daily work of clerical staff.
- Provide services to customers, such as order placement or account information.
- Arrange conference, meeting, or travel reservations for office personnel.
- Supervise other clerical staff and provide training and orientation to new staff.
- Manage projects or contribute to committee or team work.
- Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies.
- Mail newsletters, promotional material, or other information.
- Take dictation in shorthand or by machine and transcribe information.
- Develop or maintain internal or external company Web sites.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation from a recognized college with an Associate's Degree in business management or related field.

Experience: Plus, three (3) years of progressively responsible administrative work.

Other: Ability to work independently as well as to function effectively and collaboratively in a team environment. Proficient knowledge in using Microsoft Word, Excel, PowerPoint. Effective verbal and written communication skills.

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 standards for services.
- Clerical – knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- 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.
- Speaking – talking to others to convey information effectively.
- Service Orientation actively looking for ways to help people.
- Technology – experience or willingness to learn the use of electronic health record and Microsoft Office software.
- Coordination – Adjusting actions in relation to others' actions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Attention to Detail – job requires being careful about detail and thorough in completing work tasks.
- Dependability – job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for others – job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

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

Direct Line: (670) 234-8951ext. 3410/3427/3583/3444/3584

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.

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