

- Conduct searches to find needed information, using such sources as the Internet.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Make copies of correspondence or other printed material.
- 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.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- 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.
- Prepare and mail checks.
- 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 related 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: At least 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. Knowledge in using Microsoft Word, Excel, PowerPoint. Knowledge in creating program related social media campaigns/ posts. 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) 234-8951 ext. 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.