



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-094

POSITION:	Administrative Assistant	OPENING DATE:	<u>07/30/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>08/12/2026</u>
SALARY:	\$22,998.56 - \$27,957.28 P/A		
PAY LEVEL:	03/01 – 03/05		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Plant Operations, Facilities Management Department, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

This position is located within the Facilities Management Department, specifically within the Plant Operations unit, of the Commonwealth Healthcare Corporation (CHCC). The incumbent in this position will perform complex and sensitive administrative support duties including clerical assignments, communicating with staff and leadership, responding to phone calls and inquiries, developing memorandums and other documentations, payroll documentations/time sheets and other related administrative assignments for the unit. This position is under the general supervision of the Plant Operations Manager and the direct supervision of the FM Administrative Specialist.

DUTIES:

- Acts as an aide to an administrative superior.
- Act as the point of contact for all staff and management providing administrative 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 submit Contracts and/or purchase orders.
- Prepares detailed and comprehensive reports of findings and recommendations.
- Interprets administrative policy and relays instructions of policy and procedure revision.
- Answers telephones and give information to callers, take messages, or transfer calls to appropriate to their needs.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as equipment documentation, attendance records, correspondence, or other materials.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Review work done by others to check for correct spelling and grammar, ensure that corporation format policies are followed and recommend revisions.
- Compiles administrative data and statistics.
- Assists in the preparation of budget requests.
- 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.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Conduct searches to find needed information, using such sources as the internet.
- Learn to operate new office technologies as they are developed and implemented.
- Train and assist staff with computer usage.

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.

- Monitor and maintain office equipment, inventory supplied; order and dispense supplies.
- Communicates and obtain price quotations from vendors, processes purchase requisition and is responsible for procurement processes.
- Perform payroll functions, such as maintaining information and processing and submitting payroll.
- Arrange conference, meeting, or travel; reservations for office personnel.
- Manage projects or contribute to committee or team work.
- Assist to coordinate conferences, meetings, or special events.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to a graduation from a recognized college with an Associate's degree in Business Management (or related) to liberal field.

Experience: Plus, two (2) years of responsible office management and/or administrative healthcare 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, and evaluation of customer satisfaction.
- 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.
- 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.
- 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 Limited Term 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; subject to funding availability through federal funds awarded to the *CNMI Wise Woman Project*, not to exceed 09/29/2026.

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.