



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

P. O. Box 500409, Saipan, MP 96950

Website: www.chcc.gov.mp



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 20-011

POSITION: **ADMINISTRATIVE ASSISTANT** OPENING DATE: **01/31/2020**

NO. OF VACANCIES: **1** CLOSING DATE: **02/13/2020**

SALARY: **\$18,000.00 - \$21,000.00 P/A**
The salary given will be determined by the qualifications of the appointee.

LOCATION: General Support Services (GSS), Saipan
Commonwealth Healthcare Corporation

DUTIES:

The employee in this position provides general administrative support to the General Support Services. The Administrative Assistant is supervised by the General Support Services Assistant Manager & Manager and is responsible for general administrative works and handles office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies. Providing real-time scheduling support by maintaining calendar schedules to coordinate meetings, booking appointments and preventing conflicts. prepares correspondence, proofreading complex documents, preparing spreadsheets, maintaining files, and processing financial forms. Screening phone calls and routing callers to the appropriate party. Using computers to generate reports, plan meetings and take detailed minutes create presentations, and conduct research. Greet, assist, and sign-in visitors. Process and distribute Purchase Orders, email, correspondence memos, letters, faxes and forms. Assist in the preparation of regularly scheduled reports. Maintain a filing system. Update and maintain office policies and procedures. Maintain contact lists. Submit and reconcile expense reports. Act as the point of contact for internal and external clients. Liaise with executive and senior administrative assistants to handle requests and queries from senior managers. Maintains and supervises the maintenance of a wide variety of financial and other records; checks payrolls, estimates and requisitions; verifies complex statistical and other reports for accuracy and completeness. Direct, respond to, organize and process all correspondence and communication for to the General Support Services Assistant Manager & Manager. He/she will also project a professional image though in-person, email and telephone interaction and will act as the first line of response for clients, staff, stakeholders and member of the community and corporate contacts. Perform other related job duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college with an Associate degree in Computer literacy and competency or related field. Two (2) years of progressive work experience in clerical or general office setting.

OTHER QUALIFICATION REQUIREMENTS:

Computer literacy and competency. Proficient in Microsoft Office. Knowledge of specific management principles related to general office management, personnel, budgetary and fiscal practices, office record keeping, and composing comprehensive reports. Ability to make minor administrative decisions conforming to prescribed department policy. Ability carry out special and general oral and written assignment. Ability to deal tactfully and courteously with others.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. 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; Every effort will be made to adhere to the employee's regular work schedule. This position is "**COVERED**" and is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

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.*

OTHERS:

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: 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.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, 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: humanresources@dph.gov.mp

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 236-8756