



CEDA
COMMONWEALTH ECONOMIC
DEVELOPMENT AUTHORITY



2390 Beach Road Oleai, Unit 205 | P.O. Box 502149, Saipan, MP 96950 | Tel: (670) 234-6245 / 6293 / 7146 | Fax: (670) 235-7147
Website: www.developcnmi.com

JOB VACANCY ANNOUNCEMENT HR 2025-02

POSITION:	ADMIN. & PROCUREMENT SPECIALIST
LOCATION AND DEPARTMENT:	CEDA SAIPAN OFFICE
PER ANNUM:	\$27,081.51
EXAMINATION ANNOUNCEMENT:	HR 2025-02
OPENING DATE:	Friday, March 28, 2025
CLOSING DATE:	Friday April 11, 2025, 4:00 p.m.




The Application for Employment, detailed job description, qualification requirements, and other information can be obtained online at <https://developcnmi.com/jva.html>, via email to Christy Kintol at c.kintol@developcnmi.com, or by scanning the provided QR Code.

Applicants should email their application forms along with the required documents to c.kintol@developcnmi.com, with the examination announcement number as the subject line. Alternatively, applications can be hand-delivered in a sealed envelope marked "HR 2025-02" to the CEDA Office at 2390 Beach Road Oleai, Unit 205.

/s/ Derek T. Sasamoto
Executive Director

**COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY
POSITION DESCRIPTION**

	EMPLOYEE NAME:	Vacant		
	DEPARTMENT:	Administration	EMP. NO.:	
	TITLE OF POSITION:	Admin & Procurement Specialist	CLASS CODE:	AD-340
	CLASSIFICATION ACTION:	Permanent		
	PAY LEVEL / STEP	13	STEP	01

B. NATURE OF WORK & DUTIES AND RESPONSIBILITIES

The description must include an introductory statement and detailed information about the major duties:

To provide administrative support that ensures the organization runs smoothly and efficiently.

This position involves a range of responsibilities, including performing daily administrative tasks that vary according to the needs and requests of other departments, managing purchases, and acting as the building liaison. It demands strong organizational skills, effective planning, and the ability to prioritize tasks efficiently.

C. DUTIES AND RESPONSIBILITIES

1. ADMINISTRATIVE RESPONSIBILITIES

- Visitor Interaction - Greet visitors courteously, determine their needs, and direct them to the appropriate person or department.
- Phone Management - Answer and transfer incoming calls to the relevant individuals.
- Mail Handling - Receive, log, sort, and distribute all incoming and outgoing mail.
- Pick-ups and Deliveries - Prepare and perform pick-ups and deliveries as needed.
- Equipment Maintenance and Repairs - Coordinate and arrange maintenance and repairs for equipment and vehicles.
- Operational Activities Coordination - Assist in coordinating operational activities such as meetings, workshops, and CEDA functions.
- Board Meeting Preparation - Assist in preparing board meeting packets, setting up virtual connections, and conference room.
- Travel Coordination - Assist in coordinating travel arrangements for board members and staff.

2. PROCUREMENT & PROPERTY MANAGEMENT FUNCTIONS

- Office Supplies Management - Inventory and replenish office supplies as needed.
- Price Competition Assessment - Conduct price competition assessments for all small purchases to ensure competitive pricing.
- Investigate all pending or unpaid invoices.
- Purchase Order Management - Prepare purchase orders (PO), route POs for signatures, track, log, and scan all purchase orders.
- Conduct an annual inventory of office assets.
- Asset Processing - Assist in processing CEDA assets for sale or auction.
- Procurement Sourcing - Assist in the procurement sourcing process, including solicitations, notices, and contracts.
- Work closely with the Division of Procurement Services.
- Oversee the building's janitorial and maintenance contracts, ensuring compliance with the established scope of work.

3. CEDA BUILDING LIAISON

- Serve as the contact person for CEDA building tenants.
- Notifies building occupants of facility issues.
- Coordinate and prepare work orders for necessary building & equipment repairs, maintenance, and services.
- Track all services performed on CEDA facility and equipment.
- Inspect building related projects, certifies compliance with scope of work, and to CEDA's satisfaction.
- Email notices of rental agreement expirations and renewals.
- Rental Agreement Management- Prepare rental agreement, routes for signatures, scan, and file.

4. PERFORMS OTHER DUTIES AS ASSIGNED

D. TYPE OF SUPERVISION

1	Identify the position of the immediate supervisor over this position:		
Official Title:	Admin & Personnel Manager	Pay Level & Step:	21
2	Does this position have an assigned responsibility to supervise the work of other employees?		
If yes, list the positions:	No		

E. NATURE OF DUTIES AND RESPONSIBILITIES

1	<p>What duty or duties do you consider the most important or difficult part of this position?</p> <p>The position demands a high level of organization, effective planning, and the ability to prioritize tasks efficiently to ensure the smooth and efficient functioning of the organization.</p>
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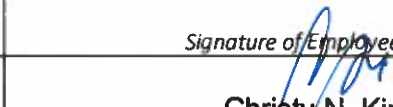

F. MINIMUM QUALIFICATION REQUIREMENTS/EDUCATION EXPERIENCE, ETC.:

Note: List the minimum qualifications that you suggest as basic requirement(s) for the recruitment of an employee as if the position were now vacant. Keep the position requirements in mind rather than the qualifications of any employee who may occupy it (subject to review/revision per established class specifications standard and guidelines).

1.	EDUCATION				
Indicate highest grade completed:	Grade School:		Junior High:		High School:
TECHNICAL SCHOOL: specify number of years and kind of specialized training required					
COLLEGE: specify the type of Degree(s) required for undergraduate/graduate study and/or the number of full years of college required. Identify and list the major field(s) of study and all specialized or advanced courses required.					
A degree or equivalent in business administration or related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.					

2.	EXPERIENCE: specify how many years and what kind of lower-level experience is required; if none, so state
Previous experience in administrative support, procurement, property management, or a similar role is highly desirable	
3.	OTHER: List any other equipment, machines, special skills license, registration, etc. required for this position which are not described in the position description
<ul style="list-style-type: none"> • Strong ability to organize, plan, and prioritize tasks effectively. • Excellent verbal and written communication skills to interact with visitors, staff, and external contacts. • High level of accuracy and attention to detail in handling administrative tasks, procurement processes, and property management. • Proficiency in using office software such as Microsoft Office Suite (Word, Excel, Outlook) and familiarity with procurement and inventory management systems. • Ability to identify issues and develop effective solutions. • Strong interpersonal skills to work collaboratively with various departments and external partners. • Ability to manage time efficiently and handle multiple tasks simultaneously. • Physical Requirements <ul style="list-style-type: none"> - Ability to perform tasks that may require lifting and carrying supplies or equipment. - Capability to perform tasks that involve standing, walking, or sitting for extended periods. 	
Does this position require skilled operation and use of computer?	
yes	

G. CERTIFICATION

1	This is a complete and accurate description of the duties and responsibilities of my position.	<i>Signature of Employee & Date</i>
2	This is a complete and accurate description of the duties and responsibilities of the position.	 Christy N. Kintol <i>Signature of Immediate Supervisor & Date</i>
3	Certification by Executive Director:	 Derek T. Sasamoto <i>Signature & Date</i>