Commonwealth Utilities Corporation

Job Vacancy Announcement

JVA No. 27-014

Opening Date: Wednesday, November 18, 2026

Closing Date: Thursday, December 3, 2026

POSITION TITLE:	**Warehouse Assistant**
DEPARTMENT:	**Executive Director's Office/ Procurement & Supply/ Warehouse**
LOCATION:	**Saipan, Northern Marianas Islands, USA**
ANNUAL SALARY:	**$20,144.00 per annum, Non-Exempt**
CONTRACT:	**Not Contracted**
POSITION(S):	**One (1)**

The incumbent will be under the direct supervision of the Executive Director's Office or his/her designee.

Duties:

- Assists with physical inventories of stock, materials and supplies; takes material counts and/or verifies counts.
- Prepares, packs, and delivers materials and supplies; receives and responds to division and department material needs and requests.
- Loads and unloads materials and supplies; assists with offloading containers and materials; operates forklift as needed.
- Verifies quantities and quality of materials received; prepares receiving documents and reports; routes and delivers paperwork.
- Maintains order and in worksites and warehouse areas; stocks and restocks inventory materials in designated bin locations; may assist in determining whether materials are scrapped or salvaged.
- Prepares and issues materials for air, sea or postal delivery; reviews pick lists and verifies quantities and material accuracy.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma, General Education Diploma, or Adult Basic Education.

Knowledge of: Customer service principles; Basic mathematical concepts; Safety procedures and safe work practices; Modern office technology.

Skills in: Preparing, packing, issuing and delivering materials and supplies; Verifying material quantities and quality; Providing attention to detail; Operating heavy and light equipment machinery, hand and power tools required of assigned area; Adhering to safety procedures and safe work practices; Prioritizing tasks and managing time for efficiency; Identifying issues and solving problems; Providing attention to detail; Taking equipment readings and recording data; Maintaining activity logs and reports; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, general public, and others to sufficiently exchange or convey information and to receive work direction.

- **Licensing:**
  - Valid Driver's License with appropriate class.

- **Physical Demands:**
  - Must be able to lift and carry heavy objects up to 45 pounds and over.
  - Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org.