



American Samoa Community College
Procurement Division
EMPLOYMENT OPPORTUNITY

Position Title: Shipping & Receiving Technician
Employment Status: Full Time 12 months (Career Service)

General Description:

This position is directly under the supervision of Supply Chain Supervisor and overseen by the Procurement Manager and Procurement Officer. The successful candidate will perform a variety of work assignments related to shipping, receiving and data entries of all incoming and outgoing orders for ASCC. The Shipping and Receiving Technician takes full responsibility in ensuring that all outgoing and incoming orders/mail are properly tracked, tagged and disseminated.

Responsibilities and Duties:

Administrative:

- Negotiate with local shipping agencies and ASG Customs Office for releases/excise tax documents for all outgoing and incoming orders/mail
- Accept/Receives, delivers all incoming and outgoing ASCC postal mail and package to the US Post Office
- Maintain and keep an Excel spreadsheet of all outgoing ASCC postal mail from each division on a monthly basis (stamp usage)
- File all Purchase Orders received/closed in closed filings cabinets
- Work closely with various ASCC divisions on orders received and closed

Technical

- Check, receive and pick up orders from local vendors and off-island orders from the Post Office, Wharf, Air Freight Cargo and local freight forwarders
- Enter receiving report of all orders daily into the American Samoa Community College (ASCC) Datatel system
- Upon completion of physically data entering receiving reports in Datatel system, scan and/or submit on a regular basis receiving report copies of all accepted/closed orders to Accounts Payable for payment
- Assist with ASCC property management inventory (fixed and non-fixed)
- Assist with exit inventory of outgoing ASCC employees, equipment/tool disposals and transfer

Reporting

- Prepare and disseminate a monthly report of all closed and received orders to all department heads
- Prepare and disseminate on a monthly basis a report of all divisional stamp usage to Finance division staff accountant for accounting purposes and submit a check request for stamp replenishment as needed
- Perform other related duties as assigned by Supply Chain Supervisor, Procurement Manager, and/or Procurement Officer.

Minimum Qualifications:

- Associate's degree
- Two to three years of experience in direct field
- Computer literacy in various program software
- Proficiency in communication, organization and coordination
- Must be proficient in the Samoa and English languages
- Ability to lift heavy objects

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- Must have a valid driver's license

Salary Range: GS-09/06-10: \$22,240.00 - \$25,360.00 per annum

Application Deadline: November 12th, 2024 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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