



**American Samoa Community College
EMPLOYMENT OPPORTUNITY**

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

General Description:

The Procurement Shipping & Receiving Technician must be knowledgeable in the shipping and receiving aspects of the operation. He/she will prepare outgoing shipments and receive all incoming orders according to approved Purchase Orders (PO), and will write reports if required on any discrepancies identified in orders (shortages, damaged shipment). He/she will receive and tag all orders according to Procurement procedures, and enter all data of received goods into the ASCC Datatel system. He/she will communicate with external entities regarding shipments or order release, prepare excise tax declaration forms, and work with ASG Customs and Shipping agents in all order releases. He/she assists with the physical inventory of Fixed and Non-Fixed assets, and keeps records of all incoming and outgoing mail for ASCC.

Responsibilities and Duties:

Administrative

- Negotiate and process necessary documents required for release of all ASCC orders with local shipping agencies, the ASG customs office, and the US Post Office.
- Accept, receive, log and enter into the Excel spreadsheet all outgoing air mail envelopes and documents from divisions. Detailing contents of all outgoing documents is a must for tracing and tracking, and for reports to be sent to Finance for divisional accounts charged. The Excel spreadsheet Outgoing Mail Report must be sent to Finance every month.
- File all Purchase Orders received and closed as well as partial orders in the appropriate file folders and/or filing cabinets
- Work closely with all divisions on all Purchase Orders received, and outstanding
- Attend any and or all ASCC trainings on-or-off-island when approved by Manager
- Perform other duties as required by Procurement Manager and/or Procurement Officer

Technical

- Check, receive and pick up all orders from local vendors, from the Post Office for off-island orders, and/or from the wharf, and Air Cargo as per weekly runs
- Regularly enter into the Datatel system all incoming purchase orders that have been physically received, checked and properly tagged.
- Submit (scan) purchase order receiving reports documents when completed to Accounts Payable for payment confirmation to proceed with payment
- Assist with physical inventory of all fixed and non-fixed assets.

Reporting

- Prepare, process and disseminate reports to all divisions on a monthly basis; include all applicable received, closed and partial-receipt purchase orders

Minimum Qualifications:

- Some college, or Associate's Degree in Liberal Arts in lieu of degree, four to five years of direct related experience

Salary Range: GS 12/08-14: \$18,323.00 - \$22,223.00 per annum

Application Deadline: July 15, 2021 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 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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