

CLASSIFIED ADS

EMPLOYMENT

UNITED EQUIPMENT RENTAL

has openings for:

COST ESTIMATOR-Salary: \$15.16/hour

Duties & Responsibilities: Identify factors affecting costs, such as production time, materials and labor; Read blueprints and technical documents in order to prepare estimates; Collaborate with engineers, architects, clients, and contractors; Calculate, analyze, and adjust estimates; Recommend ways to reduce costs; Work with sales team to prepare estimates and bids for clients; Maintain records of estimated and actual cost.

Qualifications: College graduate, preferably major in Civil Engineering; Analytical skills; Accurately evaluating detailed specifications is crucial to a cost estimator's success; Detail oriented; Technical skills, Time management skills; Writing skills.

AUTOMOTIVE BODY AND RELATED

REPAIRERS-Salary: \$9.70/hour

Duties and Responsibilities: Repair

automotive vehicle bodies and straighten vehicle frames. Restore or replace and estimate how much the time it should take. Review damage reports, prepare repair cost estimates and plan work to be performed. Sand body areas to be painted and cover bumpers, windows and trim with masking tape or paper to protect them from paint. Fit and weld replacement parts into place, using wrenches and welding equipment, and grind down welds to smooth them using power grinders and other tools.

Qualifications: One (1) year work experience; Certified Auto Body Repairer; Product knowledge to carry out repairs and restore vehicles to safe working condition, auto body workers must have detailed knowledge and understanding of vehicle structures.

Interested applicant can visit our office at Puetto Road, Puerto Rico, Saipan MP 96950 or you can email your resume at uer.saipan@gmail.com or call Rene at (670) 233-1199, Monday to Friday from 8:00AM to 5:00PM

BAKERY MANAGER

Function of Job:

The Bakery Manager will be responsible for a bakery operation, to include the production of quality baked goods according to stringent deadlines, based on a precise knowledge of latest baking technology and careful control of available resources. The Bakery Manager will supervise and coordinate the activity of staff in bakeries and perform tasks such as budgeting, ordering supplies, recruiting and training employees, implementing safety measures, and promoting the bakery to potential clients.

Characteristic Duties and Responsibilities:

1. Plan, schedule and supervise bakery production, shipping and cleaning activities to highest safety and sanitation standards.
2. Supervise, evaluate, train and schedule work of bakery staff.
3. Order and arrange for correct ingredients, supplies and equipment using computerized system.
4. Be responsible for consolidation of product orders from users.
5. Assure the proper use and care by staff of a large variety of highly specialized production equipment.
6. Appraise staff performance and carry out the necessary disciplinary measures to address poor performance.
7. Develop, maintain and update recipe files through computerized processes.
8. Be responsible for inventorying of stock.
9. Assist in developing and implementing merchandising plans for new cash operations, as required.
10. Assist bakers with production of new products or when schedule falls behind.
11. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or GED with some technical training and at least three (3) years of related experience in commercial baking of a variety of products, two (2) of which should be in a supervisory capacity.
2. Food Handler Certification.
3. Specialized technical knowledge of baking fundamentals.
4. Computer skills in Microsoft Office, Word, Excel, and Outlook.
5. Excellent communication and interpersonal skills.

*Applications can be picked up at Joeten Main Office, Susupe 2/F. Please no phone calls.
J C Tenorio Enterprises Inc is an equal opportunity employer*

DELTA MANAGEMENT CORPORATION (SAIPAN)

Has an opening for a Full Time ACCOUNTING CLERK/AUDITOR

Core Responsibilities:

- ◆ Auditing of daily sales reports for service stations.
- ◆ Accurately perform sales summary reports and fuel reconciliation.
- ◆ Auditing of fleet cards and credit card transactions.
- ◆ Performing Accounts Payable duties
- ◆ Must meet daily, weekly, and monthly reporting deadlines

Core Qualifications:

- ◆ Accounting and audit experience with understanding of basic accounting controls and principles.
- ◆ Must be self-motivated, be able to work in fast paced environment in a team environment.
- ◆ Experience and understanding of QuickBooks, Excel & Word.
- ◆ 2 years on island work experience and on island reference & police clearance required.
- ◆ Must be eligible to work in the US, US citizen, Green Card, other. CW-1 not accepted.