



NORTHERN MARIANAS  
PACIFIC MINI GAMES  
2022

# JOB VACANCY ANNOUNCEMENT

## LOGISTICS SUPERVISOR Northern Marianas Pacific Mini Games 2022

### Job Description:

The Northern Marianas Pacific Mini Games 2022 Organizing Committee wishes to recruit a Logistics Supervisor to be responsible for the overall coordination of all Games Logistics. The individual in this position will report directly to the NMPMG 2022 CEO. The incumbent will need to build and maintain good relationships through your ability to move materials, goods and products to ensure that they are in the right place to meet the necessary logistics needs of the Games Organizing Committee and other stakeholder groups such as the Northern Marianas Sports Association (NMSA), Pacific Games Council (PGC) and National and International Federations.

### Duties and Responsibilities:

- Responsible for ensuring the right products and quantities are delivered to the right location on time and in the most effective way.
- Collaborate with the relevant Committee members on venue requirements and ensure all building contacts are fully informed of capacity and requests.
- Coordinate signage and set-up in preparation for the Games.
- Oversee the management of external supplies and other materials needed by the Committee.
- Support event logistics needs throughout the Games
- Collaborate with the CEO to give strategic direction to Logistics volunteers.
- Attend and participate in the NMPMG 2022 meetings
- Contribute to a strong team relationship which emphasizes teamwork and communication.
- Build strategic relationships with various campus and community partners who support the Games.
- Other assigned duties.

### Essential Qualities:

- Prior experience working in Logistics.
- Willingness to perform tasks within short timeframes
- Ability to manage high numbers of requests
- Previous experience in event planning
- Demonstrated ability to communicate effectively with different audiences
- Strong public relations, teamwork, and organization skills
- Enthusiastic personality
- Ability to meet deadlines and work well under pressure
- Strong interpersonal, organizational, and project management skills
- Demonstrated initiative; ability to recognize problems quickly and apply sound solutions
- Results-oriented and reliable

### Hours of Work:

This is a full-time position (36 hours weekly) with occasional work outside of normal work hours.

**Salary:** \$3000.00 per month (January 2022 – June 2022)

**Language:** Fluency in English, Chamorro and/or Carolinian an advantage.

**How to Apply:** If you meet the above requirement and are interested in the position, please send a resume or curriculum vitae along with a cover letter to the following postal or email address:

Postal Mail: Logistics Supervisor NMPMG2022 Application  
P.O. Box 502476  
Saipan, MP 96950

**Email:** vicente.babauta@gmail.com or info.northernmarianas2022@gmail.com

All applications must be received no later than 5:00 pm, December 3, 2021

**Contact Person:** Northern Marianas Pacific Mini Games 2022, GOC Chairman Marco Peter  
Northern Marianas Pacific Mini Games 2022, CEO Vicente "Ben" Babauta