

# CLASSIFIED ADS

## JOB VACANCY ANNOUNCEMENT ONE (1) GENERAL ACCOUNTANT

### DUTIES/RESPONSIBILITIES:

- Prepare, examine or analyze accounting records, financial statements or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Develop, implement, modify and document record keeping and accounting systems, making use of current computer technology.
- Compute taxes owed, prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Inspect book of accounts and accounting systems for efficiency and use of accepted accounting procedures.
- Organize and maintain financial records.
- Assess financial operations and make best-practice recommendations to management.
- Suggest ways to reduce costs, enhance revenues, and improve profits.
- Develop, maintain and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

### QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Accountancy
- Five (5) years experience in Accounting or Finance
- Must have knowledge in Synchronics CounterPoint, QuickBooks Pro Accounting and Microsoft Office programs.

WORKING HOURS: Full Time (40 hrs/week from 8:00 am to 5:00 p.m.)

Rate of Pay: \$14.85-\$15.00 / Hour

The employer will pay or exceed the prevailing wage as determined by the U.S. Department of Labor.

Interested individuals please send your resume with a list of references, photocopy of a valid photo identification card & updated police clearance to:

Thomas T. Chong  
Transamerica (Saipan) Corporation  
P.O. Box 501579 Saipan, MP 96950

By Facsimile: (670) 234-8080; or by e-mail: humanresource.tc@gmail.com

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

## SHERMAN CONSULTING, LLC

P.O. Box 520800, Tinian MP 96952 Tel. (670) 433-2664; Fax (670) 433-4329

## SHERMAN CONSULTING, LLC. has an opening for: 31-9092 MEDICAL ASSISTANT (2)

**Duties:** Welcoming patients by greeting them, in person or on the telephone; answering or referring inquiries. Prepares patients for the health care visit by directing and/or accompanying them to the examining room; providing examination gowns and drapes; helping them to position themselves for the examination and/or treatment; arranging examining room instruments, supplies, and equipment. Verifies patient information by interviewing patient; reviewing and/or recording medical history; taking vital signs; confirming purpose of visit or treatment. Supports patient care and delivery by helping health care providers during examination; preparing laboratory specimens; performing basic laboratory tests on the premises; disposing of contaminated supplies; sterilizing medical instruments; administering, medications on the premises; authorizing drug refills as directed; telephoning prescriptions to pharmacies; preparing patients for x-rays; taking electrocardiograms; removing sutures; wound care dressing changes. Administering intramuscular injections and subcutaneous injection including skin tests. Preparing medication labels, escript prescription, preparing documents needed for x-rays, ultrasounds, urine tests and other labs ordered. Educates patients by providing medication and diet information and instructions; answering questions. Completes records by recording patient examination, treatment, and test results. Generates revenues by recording billing information of services rendered; completing insurance forms; responding to insurance and other third-party inquiries. Keeps supplies ready by inventorying stock; placing orders; verifying receipt. Keeps equipment operating by following operating instructions; trouble shooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repair. Maintains safe, secure, and healthy work environment by following, and enforcing standards and procedures; complying with legal regulations. Maintains patient confidence and protects operations by keeping patient care information confidential. Serves and protects the physician or health care provider practice by adhering to professional standards, policies and procedures, federal, state, and local requirements. Enhances health care practice reputation by accepting ownership for accomplishing new and different request; exploring opportunities to add value to job accomplishments. Performs other related duties per company approved ma scope of practice and other duties as assigned.

**Qualifications:** Work-related skills, knowledge, or experience is required. Required to have minimum of an associate's degree and 6 months of work-related experience and training.

**Worksite Location:** San Jose Village, Tinian; Salary: \$11.66 to \$11.66/Hour; Work Hours: Monday to Friday from 7:30am to 4:30pm; Overtime Available at 1.5 x base rate/Hour; Frequency of Pay: Bi-Weekly; Deductions: All applicable CNMI and Federal Taxes including FICA and Withholding Tax; Benefits: Worker's Compensation Offered. As required by 20 CFR 655.423(j)(1): Transportation and subsistence will be provided to the worker while traveling from the worker's origin to the place of employment as will the return transportation and subsistence at the conclusion of the job opportunity.

This job opportunity is a temporary, full-time position.

**Closing Date: June 28, 2021**

Applicants may submit their resume personally (walk-in) at our office located in San Jose Village, Tinian Tel No.: (670) 433-2664 or by sending a copy of their resume to our HR Department at carl@tinianservice.com. Applicants may apply during weekdays only, Monday to Friday from 9:00am to 6:00pm, excluding national holidays.

## LAND/HOUSE for LEASE/SALE

- Land, 10,843 sq. m. - Finasisu
- Land, 2,288 sq. m. - As Terlaje
- House, 2Bdrm, 1Bath - Kagman III  
3Bdrm, 3Bath - Kagman III

Interested parties contact  
Tel. 235-5856 / Cel. 483-0613



## HOUSE AND LAND FOR LEASE

Four Bedroom, 2 Bathroom, semi-furnished and One unit of 1 Bedroom, Fully furnished, in Asteo. Land located in San Vicente over 1,582 sq.m., 3,793 sq. m. commercial property adjacent to the main highway close to Capitol Hill, nearly 2,631 sq. m. Lot behind Capitol Market; 978 sq.m.; House Lot Navy Hill; 976 sq.m. Lot in Garapan. Interested please call 670-287-5877



## PROCUREMENT AND SUPPLY COMMONWEALTH HEALTHCARE CORPORATION INVITATION TO BID



### ITB21-CHCC/CGC-BHRP-001

SUBMISSION DEADLINE: JUNE 21, 2021 • TIME: 10:00AM (CHST)

### “LEASE OF VEHICLES”

INTERESTED PARTIES CAN DOWNLOAD THIS INVITATION TO BID FROM THE CHCC WEBSITE [WWW.CHCC.GOV.MP]. ONCE AT THE SITE, NAVIGATE TO **REQUEST FOR PROPOSALS** TAB ON THE LEFT NAVIGATION BAR. CLICK ON THE URL FOR THIS RFQ. YOU WILL BE REQUIRED TO ENTER DATA TO ALLOW US TO TRACK ALL REQUESTS FOR THIS OPPORTUNITY.

THE CHCC RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSAL AND TO WAIVE ANY IMPERFECTIONS IN ANY PROPOSAL, IF TO DO SO SHALL BE IN THE INTEREST OF THE CHCC. ALL PROPOSALS SHALL BECOME THE EXCLUSIVE PROPERTY OF THE COMMONWEALTH HEALTHCARE CORPORATION.

/s/ ESTHER L. MUNA  
CHCC CHIEF EXECUTIVE OFFICER

/s/ CORAZON P. ADA  
DIRECTOR OF PROCUREMENT & SUPPLY

## TINIAN FUEL SERVICES, INC has an opening for:

### 43-3031 ACCOUNTING CLERK (1)

**Duties:** Make use of current computer technology to generate profit and loss statement for each department and their projects, to prepare employee payroll, to generate quotations and invoices for clients, and to reconcile clients and bank accounts, as well as verification and updating of company inventory, prepare detailed reports on audit findings, and inspect account books and accounting systems for efficiency, effectiveness, and use of acceptor accounting procedures to record transactions.

**Qualifications:** Work-related skills, knowledge, or experience is required. Required to have minimum of an Associate's degree and 12 months of work-related experience and training.

**Worksite Location:** San Jose Village, Tinian; Salary: \$9.49 to \$10.00/Hour; Work Hours: Monday to Friday from 7:30am to 4:30pm; Overtime Available at 1.5 x base rate/Hour; Frequency of Pay: Bi-Weekly; Deductions: All applicable CNMI and Federal Taxes including FICA and Withholding Tax; Benefits: Worker's Compensation Offered. As required by 20 CFR 655.423(j)(1): Transportation and subsistence will be provided to the worker while traveling from the worker's origin to the place of employment as will the return transportation and subsistence at the conclusion of the job opportunity.

This job opportunity is a temporary, full-time position.

**Closing Date: June 28, 2021**

### 41-1011 SALES SUPERVISOR (1)

**Duties:** Provide customer service by greeting and assisting customers as well as responding to customer inquiries and complaints. Monitor sales activities to ensure that customers received satisfactory service and quality goods. Direct and supervise employees engaging in sales/performance duties such as inventory taking, reconciling cash receipts, performing services for customers, enforce safety, health, and security rules as well as perform other work-related duties as directed.

**Qualifications:** Work-related skills, knowledge, or experience is required. Required to have minimum of a high school diploma and 12 months of work-related experience and training.

**Worksite Location:** San Jose Village, Tinian; Salary: \$9.98 to \$10.60/Hour; Work Hours: Monday to Friday from 7:30am to 4:30pm; Overtime Available at 1.5 x base rate/Hour; Frequency of Pay: Bi-Weekly; Deductions: All applicable CNMI and Federal Taxes including FICA and Withholding Tax; Benefits: Worker's Compensation Offered. As required by 20 CFR 655.423(j)(1): Transportation and subsistence will be provided to the worker while traveling from the worker's origin to the place of employment as will the return transportation and subsistence at the conclusion of the job opportunity.

This job opportunity is a temporary, full-time position.

**Closing Date: June 28, 2021**

### 49-3053 SERVICE TECHNICIAN (1)

**Duties:** Record repairs made, time spent, and parts used. Test and inspect engines to determine malfunctions, to locate missing and broken parts, and to verify repairs using diagnostic instruments. Dismantle engines and examine part defects as well as repair. Reassemble engines after repair or maintenance work is complete.

**Qualifications:** Work-related skills, knowledge, or experience is required. Required to have minimum of an Associate's degree and 12 months of work-related experience and training.

**Worksite Location:** San Jose Village, Tinian; Salary: \$10.67 to \$10.67/Hour; Work Hours: Monday to Friday from 7:30am to 4:30pm; Overtime Available at 1.5 x base rate/Hour; Frequency of Pay: Bi-Weekly; Deductions: All applicable CNMI and Federal Taxes including FICA and Withholding Tax; Benefits: Worker's Compensation Offered. As required by 20 CFR 655.423(j)(1): Transportation and subsistence will be provided to the worker while traveling from the worker's origin to the place of employment as will the return transportation and subsistence at the conclusion of the job opportunity.

This job opportunity is a temporary, full-time position.

**Closing Date: June 28, 2021**

### 51-9193 MAINTENANCE TECHNICIAN (2)

**Duties:** Inspect, make repairs, and test machinery or equipment (such as freezers, chillers, air conditioners, and ice cream machines) to diagnose machine malfunctions. Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of the building/facility does not deteriorate.

**Qualifications:** Work-related skills, knowledge, or experience is required. Required to have minimum of a high school diploma degree and 12 months of work-related experience.

**Worksite Location:** San Jose Village, Tinian; Salary: \$7.82 to \$15.00/Hour; Work Hours: Monday to Friday from 7:30am to 4:30pm; Overtime Available at 1.5 x base rate/Hour; Frequency of Pay: Bi-Weekly; Deductions: All applicable CNMI and Federal Taxes including FICA and Withholding Tax; Benefits: Worker's Compensation Offered. As required by 20 CFR 655.423(j)(1): Transportation and subsistence will be provided to the worker while traveling from the worker's origin to the place of employment as will the return transportation and subsistence at the conclusion of the job opportunity.

This job opportunity is a temporary, full-time position.

**Closing Date: June 28, 2021**

### 49-9071 MAINTENANCE WORKER (5)

**Duties:** Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, or power tools/equipment within the building/facility. Perform general cleaning and upkeep of building. Order supplies from catalogs and online. Perform routine preventive maintenance to ensure that electrical wiring and pipe systems continue to run smoothly, building systems operate efficiently, and the physical condition of the building/facility does not deteriorate.

**Qualifications:** Work-related skills, knowledge, or experience is required. Required to have minimum of a high school diploma degree and 6 months of work-related experience and training.

**Worksite Location:** San Jose Village, Tinian; Salary: \$8.71 to \$8.71/Hour; Work Hours: Monday to Friday from 7:30am to 4:30pm; Overtime Available at 1.5 x base rate/Hour; Frequency of Pay: Bi-Weekly; Deductions: All applicable CNMI and Federal Taxes including FICA and Withholding Tax; Benefits: Worker's Compensation Offered. As required by 20 CFR 655.423(j)(1): Transportation and subsistence will be provided to the worker while traveling from the worker's origin to the place of employment as will the return transportation and subsistence at the conclusion of the job opportunity.

This job opportunity is a temporary, full-time position.

**Closing Date: June 29, 2021**

### 51-2022 MAINTENANCE TECHNICIAN (1)

**Duties:** Assemble, install, or replace electrical wirings and components for the building/facility. Employee must also perform routine preventive maintenance to ensure that electrical wiring and components continue to run smoothly, building systems operate efficiently, and the physical condition of the building/facility does not deteriorate.

**Qualifications:** Work-related skills, knowledge, or experience is required. Required to have minimum of a high school diploma degree and 12 months of work-related experience and training.

**Worksite Location:** San Jose Village, Tinian; Salary: \$12.25 to \$12.50/Hour; Work Hours: Monday to Friday from 7:30am to 4:30pm; Overtime Available at 1.5 x base rate/Hour; Frequency of Pay: Bi-Weekly; Deductions: All applicable CNMI and Federal Taxes including FICA and Withholding Tax; Benefits: Worker's Compensation Offered. As required by 20 CFR 655.423(j)(1): Transportation and subsistence will be provided to the worker while traveling from the worker's origin to the place of employment as will the return transportation and subsistence at the conclusion of the job opportunity.

This job opportunity is a temporary, full-time position.

**Closing Date: June 30, 2021**

Applicants may submit their resume personally (walk-in) at our office located in San Jose Village, Tinian Tel No.: (670) 433-4428 or by emailing us their resume at jobs@tinianservice.com. Applicants may apply during weekdays only, Monday to Friday from 7:30am to 4:30pm, excluding national holidays.

## TINIAN FUEL SERVICES, INC

PO Box 520800, Tinian, MP 96952

Tel. (670) 433-4427/28 Fax. (670) 433-4428 DUNS#854856507

## PROCUREMENT AND SUPPLY COMMONWEALTH HEALTHCARE CORPORATION REQUEST FOR PROPOSAL

### RFP21-CHCC/CGC-BHRP-002

SUBMISSION DEADLINE: JUNE 21, 2021 • TIME: 10:00AM (CHST)

### “OFFICE LEASE”

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL FROM THE CHCC WEBSITE [WWW.CHCC.GOV.MP]. ONCE AT THE SITE, NAVIGATE TO **REQUEST FOR PROPOSALS** TAB ON THE LEFT NAVIGATION BAR. CLICK ON THE URL FOR THIS RFQ. YOU WILL BE REQUIRED TO ENTER DATA TO ALLOW US TO TRACK ALL REQUESTS FOR THIS OPPORTUNITY.

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/s/ ESTHER L. MUNA /s/ CORAZON P. ADA  
CHCC CHIEF EXECUTIVE OFFICER DIRECTOR OF PROCUREMENT & SUPPLY

## PROCUREMENT AND SUPPLY COMMONWEALTH HEALTHCARE CORPORATION REQUEST FOR PROPOSAL

### RFP21-CHCC/HEMODIALYSIS-001

SUBMISSION DEADLINE: JULY 5<sup>TH</sup>, 2021 • TIME: 10:00AM (CHST)

### “DIALYSIS CENTER - HEMODIALYSIS & PERITONEAL DIALYSIS CONSUMABLE/DISPOSABLE SUPPLIES AND EQUIPMENT”

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL FROM THE CHCC WEBSITE [WWW.CHCC.GOV.MP]. ONCE AT THE SITE, NAVIGATE TO **REQUEST FOR PROPOSALS** TAB ON THE LEFT NAVIGATION BAR. CLICK ON THE URL FOR THIS RFQ. YOU WILL BE REQUIRED TO ENTER DATA TO ALLOW US TO TRACK ALL REQUESTS FOR THIS OPPORTUNITY.

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/s/ ESTHER L. MUNA /s/ CORAZON P. ADA  
CHCC CHIEF EXECUTIVE OFFICER DIRECTOR OF PROCUREMENT & SUPPLY

Little Type

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