



**American Samoa
Power Authority**



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PUBLIC JOB POSTING

<i>Position Title</i>	Procurement Agent I	<i>Posting Date</i>	January 8, 2025
<i>Department</i>	Procurement	<i>Deadline</i>	January 22, 2025 – 4:00 p.m.
<i>Division</i>	Support Services		
<i>Position Type</i>	Career Service – 12 months probation	<i>Pay Range</i>	\$8.21/hour - \$8.54/hour
<i>Reports To</i>	Procurement Manager	<i>Job Grade/Status</i>	D/4/A – D/5/A, Non-Exempt

Major Duties & Responsibilities

This is an entry level position. The primary objective of the position is to perform a variety of administrative and clerical duties in processing procurement requests for the acquisition of all types of commodities and services necessary. Duties also include: staying aware of market conditions, availability of all types of commodities and services, and maintaining contact with officials of both local and off-island suppliers and vendors to facilitate problem resolution of procurement related issues; resolving purchase order discrepancies, making changes and/or updates as needed; providing assistance in verifying invoices, contract payments; ensuring the sourcing, negotiation and supply of materials, equipment and other services is in accordance with the procurement code. Other duties as assigned by manager.

Minimum Requirements

<i>Education</i>	Associate Degree in Business Administration preferred.
<i>Experience</i>	Three (3) years related work experience in procurement or general office accounting work is required in addition to the minimum education requirement.
<i>Skills, Abilities, Job Requirements</i>	<ul style="list-style-type: none"> • Familiarity with common procurement concepts, principles and practices • Computer literate and competent in using standard office software. • Possess excellent planning and organization skills with the ability to manage multiple demands through independent judgment and personal initiative. • Basic negotiating skills. • Comfortable with requesting and processing information in a timely manner. • Excellent skills in verbal and written English communication. • Basic skills in accounting and mathematics. • Possess and maintain an excellent attendance record.

Qualified applicants: Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.

An Equal Opportunity Employer * A Drug Free Workplace