



**American Samoa  
Power Authority**

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**PUBLIC JOB POSTING**

<i>Position Title</i>	<b>Warehouse Manager</b>	<i>Posting Date</i>	<b>May 19, 2009</b>
<i>Department</i>	<b>Warehouse</b>	<i>Deadline</i>	<b>4:00 PM, June 2, 2009</b>
<i>Division</i>	<b>Business &amp; Finance</b>		
<i>Position Type</i>	<b>Contract (2 years)</b>	<i>Pay Range</i>	<b>\$16.50 -18.65 per hour</b>
<i>Reports To</i>	<b>Chief Financial Officer</b>	<i>Job Status</i>	<b>Exempt</b>

***Major Duties & Responsibilities***

The primary objective of the position is managing and providing supervision of the warehouse function. Includes the co-ordination of all tasks relating to the shipment, receipt and storage of equipment and materials; to ensure adequate inventory levels are maintained at all times and in accordance with internal policy; to ensure all tasks are performed safely and in a timely manner.

***Minimum Requirements***

<i>Education</i>	Associate Degree in Business Administration or a related discipline.
<i>Experience</i>	<ul style="list-style-type: none"> <li>• Five (5) years related work experience in warehouse management is required in <u>addition</u> to the minimum educational requirement having been obtained.</li> <li>• Ten (10) years related work experience in warehouse management will be considered in place of the required minimum educational requirement.</li> <li>• Two (2) years experience working in a supervisory role (concurrent with above).</li> </ul>
<i>Skills, Abilities, Job Requirements</i>	<ul style="list-style-type: none"> <li>• Knowledge of warehousing concepts, principles and practices gained through practical experience in warehouse management.</li> <li>• Well organized with the ability to manage multiple demands through independent judgment and personal initiative.</li> <li>• Conceptual thinker with excellent analytical skills and ability to communicate ideas across the various functions.</li> <li>• Ability to identify best approach to issues presented with minimal information in a timely and efficient manner, incorporating automation whenever possible.</li> <li>• Developed negotiating skills.</li> <li>• Skills in accounting, mathematics and algebra.</li> <li>• Advanced knowledge of Microsoft Excel, Access, Word and PowerPoint</li> <li>• A demonstrated ability to supervise and review the performance of staff.</li> </ul>

***Qualified applicants:*** please submit a completed ASG Employment Application with a copy of your resume to ASPA Satala (address listed above) by the deadline listed above. Please attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on pre-employment drug test. ASPA reserves the right to waive education and experience requirements as necessary.

*No phone inquiries accepted.*

***An Equal Opportunity Employer \* A Drug Free Workplace***