Job Title: Purchasing Assistant (3)
Posting Date: October 3, 2022
Department/Division: Office of Procurement
Closing Date: October 7, 2022
Type of Position: Permanent Employment
Posting Type: Employment Opportunity/Open to the Public
Pay Grade and Salary Range: GS 11 / $17,069 - $42,419 p.a
Serial No.: 296-22
Announcement No.: 125-22

General Description:
Under the direct supervision of the Purchasing Manager, the Purchasing Assistant performs professional work in coordinating procurement activities, ensuring the efficient acquisition of goods at fair prices and maintaining accurate purchase records.

Key Duties and Responsibilities:
- Process purchase requisition submitted by American Samoa Government (ASG) departments and agencies
  - Review all incoming purchase requisitions as assigned and check validity and accuracy of backup documentation
  - Verify all required approvals, descriptions and nomenclatures for accuracy of purchase descriptions, as well as quantities, unit of issue and delivery time
  - Confer with departments regarding their purchase requirements
  - Communicate directly with vendors to resolve any problems or issues with submitted quotes and or estimates
  - Recommend course of action that would result in greatest value
  - Enter all required information in One Solution to ensure accurate processing of Purchase Order (PO)
  - Distribute PO copies to all stakeholders
- Process modifications of Purchase Orders
  - Review all incoming change notices, account changes, and advance payment requests as assigned and check validity and accuracy of backup documentation
  - Verify all required approvals and accuracy of purchase description changes
- Maintain and manage all purchase order files
  - Create and Establish files for all Purchase Requisitions
  - Review and conduct periodical follow-ups on delivery status until orders are received and accepted
  - Monitor shipping statuses to assure smooth flow and timely receipt of orders
  - File all Acceptance Copies and Receiving Reports in appropriate Purchase Order Files

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139
"Here To Serve"
Keep accurate logs of all purchase orders

Perform general and clerical functions
  - Manage filing, storage and security of all purchase documents
  - Respond to inquiries of staff, administration, ASG employees and vendors
  - Participate in meetings, in-service trainings and workshops relevant to job function
  - Maintain and update log of all incoming customers and documents
  - Prepare weekly and or monthly reports of all processed Purchase Requisitions, Change Notices, etc.

Perform other related duties as assigned

Knowledge, Skills and Ability:

- Must demonstrate the following skills:
  - Teamwork and Interpersonal
  - Plan, organize, and prioritize work
  - Have critical thinking and problem solving
  - Professionalism
  - Positive Attitude
  - Strong work ethic
  - Effective written and oral communication

- Must have proficient knowledge in the following areas:
  - Purchasing policies and procedures
  - One solution program
  - Customer based service
  - Basic computer programs (email, internet word-processing, spreadsheet)

Academic and Experience Requirements:

- Applicant must have a Bachelor’s degree in related field from an accredited university plus three (3) years of work related experiences
- Salary will commensurate with skills, educational background, and years of related experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa’afetai tele,

Lynn Pulou-Alaimalo
Director, Department of Human Resources

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