AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

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<th>Job Title:</th>
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<td>Receiving Assistant</td>
<td>October 3, 2022</td>
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<th>Department/Division:</th>
<th>Closing Date:</th>
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<td>Office of Procurement</td>
<td>October 7, 2022</td>
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<th>Type of Position:</th>
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General Description:
The Receiving Assistant performs professional work in the technical and administrative functions of the receipt of goods and services for the American Samoan Government by ensuring efficient receiving processes and promptly resolving any problems or discrepancies.

Key Duties and Responsibilities:

- Process receiving reports in to ASG’s financial system
  - Prepare receiving reports upon submittal of Director approved invoice verifying receipt and acceptance of services received directly by ASG Departments
  - Review signed receiving reports and corresponding invoices for accuracy and completeness
  - Process receiving reports by entering receiving information in to ASG’S financial system
  - Compile all completed receiving reports and prepare Transmittal Letter to Accounts Payable
  - Ensure timely flow of receiving documents to Department of Treasury for processing of vendor payments

- Maintain and manage all purchase order files
  - Receive purchase order copies from Purchasing and prepare PO files
  - File all completed receiving reports in PO files and deliver receiving report copies to Purchasing
  - Maintain and update PO files for active/incomplete or completed status
  - Periodically review incomplete PO files and conduct follow-ups with departments and vendors on delivery status
  - Check One-Solution weekly to confirm payments were made against processed receiving reports

- Perform general and clerical functions
  - Manage the filing, storage and security of documents

This is an Equal Employment Opportunity Employer
Maintain and update log of all processed receiving reports
Assist with preparation of weekly and monthly reports
Respond to inquiries of administration, staff, departments and vendors
Participate in meetings, in-service trainings, and workshops relevant to job function
Maintain and update log of all incoming customers and documents
Perform other job related duties as assigned

Academic and Experience Requirements:
- Applicant must have an Associate’s Degree from an accredited college or university plus four (4) years of work related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will commensurate with degree and 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.

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[Signature]

Lynn Pulou-Alaimalo
Director, Department of Human Resources