



Marianas Gas Corporation dba:

Island Equipment Company®

POSITION TITLE: GENERAL HELPER- ERRAND RUNNER (PRN – AS NEEDED)

DEPARTMENT: ALL

LOCATION: Island Equipment Company – Harmon & Agat (Multiple Locations)
272 E. Harmon Industrial Park Road, Suites 101-103, Tamuning GU 96913
#180 Santa Rita Industrial Drive, Santa Ria 96915 (Route 2A)

Island Equipment Company is looking for a reliable **General Helper-Errand Runner** to run internal and external related errands to ensure high quality and efficient services for day-to-day operations. Position may also include additional general labor tasks as needed and to work at multiple locations. This is As Needed (PRN) Position – no minimum-guaranteed hours.

MAJOR DUTIES AND RESPONSIBILITIES:

Description of duties is not intended to be all-inclusive or to limit the discretionary authority of supervisors to assign other tasks of similar nature or level of responsibility nor does it imply an employment agreement.

- Running general errands (internal and external- driving required)
- Handling and distributing deliveries and mail
- Refilling stocks and supplies as needed
- Collecting documents, photocopying & scanning
- Supporting the administration, facilities and other departments, as needed
- Other duties and projects as assigned.

REQUIRED SKILLS/QUALIFICATIONS:

- Must have a valid Driver's License, meet all Motor Vehicle Requirements and have clean driving record
- Knowledge of local traffic laws, including speed limits and general safety practices
- General knowledge of basic tools and equipment
- Solid communication and interpersonal skills- Receive, understand and carry out written and oral direction
- Ability to work as a team member and also function independently with minimal supervision
- Ability to prioritize multiple tasks under strict deadlines and work in a fast-paced environment

SPECIAL PHYSICAL DEMANDS & WORK ENVIRONMENT:

Characteristics listed below are representative of the physical demands required by an individual to successfully perform the essential duties of this position.. Additionally listed below are representative of the work environment typically encountered by an individual while performing the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Frequent physical activity – sitting, walking, lifting, etc.
- May need use of a forklift, pallet jack or other material handling equipment
- May be required to stock inventory and handle cylinders.
- Ability to routinely move up to 60 pounds and move more than 60 pounds with the aid of material handling equipment.
- Environment may contain loud noises and/or odors that may last for an extended period of time or on a continual basis
- Will require outdoor environments in various seasonal weather conditions

HIREGUAM JOB # 4549



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EDUCATION/EXPERIENCE REQUIREMENTS:

- Must have a valid Driver's License, meet all Motor Vehicle Requirements and have clean driving record
- HS Diploma or equivalent preferred
- Prior experience operating a forklift preferred,.

NOTE: *Review of Applications begins immediately and will continue until the position is filled. Inexperienced candidates with appropriate qualifications will also be considered. Applications for this position may be kept on file and may be considered for future positions @ Island Equipment Company. Only those selected for further consideration will be contacted. Your interest in Island Equipment Company is appreciated.*

Island Equipment Company offers competitive pay, career development & advancement opportunities, and full benefit packages, subject to special eligibility requirements.

APPLY TODAY! Send Resume and Professional references.

Island Equipment Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Island Equipment Company complies with applicable local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Island Equipment Company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Island Equipment Company's employees to perform their job duties may result in discipline up to and including discharge.