GUAM MEMORIAL HOSPITAL AUTHORITY
ATURIDÅT ESPETÅT MIMURIÅT GUÅHÅN
850 Governor Carlos Camacho Road, Tamuning, Guam 96913
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508

AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF

HOSPITAL LOGISTICIAN

OPEN: October 29, 2026	CLOSING DATE: November 13, 2026	ANN. NO.: 27-7

GENERAL PAY PLAN

OPEN: **L-01 $45,262.00 P/A to L-10 $62,136.00 P/A**
PROMOTION: **L-01 $45,262.00 P/A to L-18 $79,775.00 P/A**

MINIMUM EXPERIENCE AND TRAINING:

A) Bachelor's degree in logistics, supply chain management, business administration, or related field from a recognized educational institution; or

B) Three (3) years of professional experience in supply chain operations; or

C) Any equivalent combination of experience and training that provides the minimum knowledge, abilities, and skills.

NATURE OF WORK:

This professional work supports patient care, emergency response, and hospital operations by coordinating medical and non-medical supplies, equipment, and materials within the Materials Management Department at Guam Memorial Hospital Authority (GMHA).

Employees in this class monitor inventory, maintain accurate records, support emergency and surge supply needs, and collaborate with internal and external stakeholders to maintain operational readiness.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Coordinates inventory forecasting and monitoring within assigned activities to ensure uninterrupted hospital operations. Reviews supply usage, stock levels, backorders, expiration dates, and consumption trends. Oversees distribution activities within assigned activities to resolve logistics issues and maintain service continuity promptly. Tracks the movement and accountability of equipment and supplies, and coordinates asset management activities to maintain accurate control, documentation, and uninterrupted hospital operations. Collaborates effectively with departments and vendors to coordinate logistics activities and support continuous supply availability. Analyzes logistics and inventory for assigned activities; prepares reports to support operational planning, resource utilization, and cost-efficient decision-making. Develops improvement strategies for assigned activities to strengthen procurement planning, inventory management, and supply chain efficiency. Monitors adherence to healthcare regulations, accreditation standards, and internal policies related to logistics and supply chain management. Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of inventory management, supply chain operations, and related procurement processes in a healthcare setting.
- Knowledge of operational processes involved in the lifecycle management of supplies, equipment, and materials.
- Knowledge of computer systems and applications used to manage inventory, ordering, and supply chain activities.
- Ability to recognize operational issues, analyze contributing factors, and implement timely and effective solutions.
- Ability to interpret and apply relevant laws, regulations, accreditation standards, and policies governing materials management functions.
- Ability to gather and analyze operational data and prepare informative reports.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to communicate effectively, both verbally and in writing.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of residence.

AREA OF CONSIDERATON AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the gmha.org website for other employment opportunities.

APPROVED:

JOLEEN M. AGUON, MD
Interim Hospital Administrator/CEO

THE GUAM MEMORIAL HOSPITAL AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER