



DEPARTMENT OF RESOURCES & DEVELOPMENT
DIVISION OF WORKFORCE ENRICHMENT
Yap State Government

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VACANCY ANNOUNCEMENT IN THE PRIVATE SECTOR

ANNOUNCEMENT NO.: YPVA-356-25

COMMENCING DATE: 06/17/25

CLOSING DATE: 07/16/25

No. of OPENING One (1)

POSITION General Manager

SALARY Depends qualifications and experience

EMPLOYER Local Hardware

QUALIFICATIONS:

The applicant must have a minimum of Two (2) years of working experience in a related field and must be a high school graduate, with knowledgeable in managing and overseeing all aspects of the business such as supervision & management, policy and procedure development & financial management.

DUTIES:

The Applicant will be responsible for overseeing the smooth day-to-day operation of the business ensuring efficiency, compliance and effective communication. Responsible in developing and implementing administrative policies and procedures. Managing budgets, monitoring expenses, and assisting payroll and financial processes. Allocating task and managing deadlines to ensure a safe and well-maintained environment

IF INTERESTED YOU CAN PICK-UP AN APPLICATION AT THE YAP STATE LABOR OFFICE, WORKFORCE ENRICHMENT DIVISION, DEPARTMENT OF RESOURCES & DEVELOPMENT OR CONTACT US AT TELEPHONE NUMBER 350-2182 DURING WORKING HOURS. THANK YOU.