



**Non-Appropriated Fund Vacancy
ANNOUNCEMENT NUMBER NAF-2015-04**

****Previous applicants of Announcement Number NAF-2014-62 need not re-apply****

Opening Date: 29 January 2015

Closing Date: Open Until Filled
1st Cut-Off: 13 February 2015

Position: NGIS Group Coordinator, NF-0303-02

Salary: \$9.30 - \$10.30 per hour, based upon qualifications/experience

Employment Category: Flexible, (0-40) hours per week with no benefits. May require working night, weekend and Holiday hours.

Location: Navy Gateway Inns & Suites (NGIS) aboard Naval Submarine Base, Kings Bay, GA

Area of consideration: General Public and Military Spouse Preference Eligibles

Relocation Expenses: Not Authorized

Duties: Coordinates group reservations for the lodging program. Acts as the primary Point of Contact (POC) for all groups and administers all group contracts. Utilizes the Property Management System (PMS) to access guest information, retrieve reservation information, change or cancel reservations as requested by guests, or register guests. Verifies registration information, secures a credit card for incidental expenses and authorizes the credit card for room charges. Provide guests with their room key or card. Receives, requests and processes group reservations (5 or more persons) within established guidelines. When rooms are not available, provides a certificate of non-availability (CAN) and/or alternate lodging in the area. Ensures the arrivals list is verified daily prior to group or guest arrival. Creates and corresponds swiftly to email guest/group reservation bookings to ensure room inventories remain accurate to prevent overbooking. Receives and is accountable for a change fund. Set up direct bills, where appropriate and liaisons with the front desk staff and/or Front Desk Manager with billing questions or issues. Performs other related duties as assigned.
NOTE: This position may be designated ALPHA personnel for inclement weather or in the interest of national security and may be required to report for work when other employees are excused. This position is subject to a favorable National Agency Check (NAC). The incumbent is required to obtain a Front Desk Certification or industry equivalent within 6 months of employment, as well as, any other requirements for front desk operations outlined in the Lodging Career Path Guide.

Qualifications:

- Requires 6 months of work experience that demonstrates knowledge of basic principles, concepts, standards, and regulations related to reservation operations.
- Must be skilled in the use of a personal computer and various software programs.
- Must possess basic math and reading skills.
- Must be able to communicate clearly and effectively both verbally and in writing in English.
- Ability to control, account for and handle large amounts of cash.
- Must possess knowledge of daily hotel operations and have experience utilizing an automated property management system(s).

Physical Demands and Work Environment: Work is primarily performed in an office environment. Requirements include extended periods of standing, walking, lifting or carrying objects up to 30 pounds. Work is primarily performed indoors in areas that normally have adequate heat, light and ventilation.

Basis of Review: Applicants will be evaluated based on experience and qualifications described above and presented in written format.