



**Non-appropriated Fund Vacancy
ANNOUNCEMENT NUMBER NAF-2012-47**

Opening Date: 10 September 2012

Closing Date: Open Until Filled
1st Cut-Off: 21 September 2012

Position: NGIS Desk Clerk, NF-0303-02

Salary: \$8.81 per hour

Employment Category: FLEX (0-40 hours), without benefits. NOTE: Will require nights, weekends and holiday hours. Night differential and holiday premium pay will be paid for hours worked. Employment category may be changed to part/full time at a later date without further competition.

Location: Navy Gateway Inns & Suites, Naval Submarine Base, Kings Bay, GA

Area of consideration: General Public and Military Spouse Preference Eligible

Duties: Performs a variety of clerical tasks related to lodging at the Navy Gateway Inns & Suites. Receives requests and processes reservations. Records and enters reservations into property management system. Checks guests in and out, assigns rooms and collects payment. Responsible for accountability of all room keys and other keys required for daily operation. Receives and is accountable for the change fund. Prepares Daily Activity Report (DAR) and deposits. Provides information for local places of interest. Performs other related duties as assigned.

Qualifications:

- Ability to operate computerized property management system, multi-line telephone system, and electronic key control systems.
- Must have extensive cash-handling and credit card processing experience.
- Must be fluent in the English language and possess good communication skills.
- Must have exceptional customer service skills.
- Must work toward and obtain certification in Front Desk Operations

Physical Demands and Work Environment: Work is sedentary and primarily in office areas that are adequately heated, lighted and ventilated.

Knowledge and Skills Required: Requires one year of work experience that demonstrates knowledge of basic principles, concepts, standards, regulations and administration related to scheduling, coordination, operation and efficient utilization of Government Quarters or similar large lodging operation.

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