

*******JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO: MWR-40-12

POSITION TITLE: Administrative Assistant, NF-0318-02,
Regular Full-Time

SALARY: \$10.20 per hour

LOCATION: Harbor View Club, Morale, Welfare and
Recreation Department, Fleet Activities,
Sasebo, Japan

AREA OF CONSIDERATION: Sasebo, Japan

RELOCATION EXPENSES: None

OPENING DATE: 14 September 2012 **CLOSING DATE:** 28 September 2012

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INTRODUCTION

This position is located at the Harbor View Club, Morale, Welfare and Recreation Department, U.S. Commander Fleet Activities, Sasebo, Japan. The incumbent reports directly to the Club manager. The primary purpose of this position is to assist the management in day-to-day operations of the Harbor View Club with subsequent administrative responsibilities.

DUTIES AND RESPONSIBILITIES:

Management Assistant performs a wide range of duties assigned by the management staff. Typical tasks include:

- A. Designs and completes forms in accordance with established procedures. Completes daily operations forms to include RGR's, Mess Requisitions, standard memorandums, and calculates NAF payroll.

- B. Answers incoming calls, and directs to appropriate areas. Answers basic customer questions about club operations, events and books reservations in the dining room.
- C. Receives customers at the administrative office and accepts take out orders, cake reservations, and equipment rental orders in the event the Catering Manager is absent.
- D. Enters data into Club databases to include sales information.
- E. Gives assistance to food service areas as needed to include dining rooms, party rooms, and lounges.
- F. Acts in the absence of the Catering Manager in scheduling of parties.
- G. Assist in decoration of the club during special events, brunches, and various functions.
- H. Performs other related duties as assigned.

FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Incumbent must have excellent organizational skills. Able to work unsupervised for long periods and possess outstanding customer service skills. Must have knowledge of general correspondence procedures, and office management techniques. Computer skills and typing skills are required.

FACTOR 2 - SUPERVISORY CONTROLS

Incumbent must have excellent organizational skills. Work is assigned orally or in writing and will be spot checked for accuracy.

FACTOR 3 - WORK ENVIRONMENT

The work environment is that of an office, kitchen, or public area that is adequately heated or air-conditioned and has appropriate lighting. Some events may require work in an outdoor environment.

FACTOR 4 - PHYSICAL DEMANDS

Some strenuous physical demands other than, sufficient mobility for moderately active change of working place to public areas of the Club Branch. **The position requires frequent late-evening hours and work on weekends and holidays. May be required to stand for long periods of time.** May be subject to loud music at infrequent intervals.

HOW TO APPLY:

Please send MWR Employment Application to the MWR NAF Human Resources Office, Comfleact Sasebo, FPO AP 96322 or email us at m-sa-mwrhrooffice@fe.navy.mil. Please ensure that your application contains all the information requested in the vacancy announcement. If your application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for the job.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. All selections are contingent upon the obtaining satisfactory employment reference checks.

For additional information, please call 252-3328 or visit MWR NAF Human Resources Office located on the second floor Bldg. 91, above the Bowling Center.

NOTES:

- First consideration may be given to current MWR employees.
- Eligible spouses of active military personnel will be provided preferential consideration.
- If claiming Veteran Employment Preference, official documents issued by the Uniformed Services, or the Veterans Administration, are required to establish compliance with the requirements for active duty and for separation under honorable considerations.
- Management reserves the right to fill the vacancy by methods other than merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.
- Mandatory participation in Direct Deposit Program.

- Once submitted, applications and all attachments become the property of MWR Personnel Office, Sasebo and will not be returned or copied.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTOR.