



Commander Navy Region
Europe, Africa, and Southwest Asia
NAF Human Resources
PSC 817 BOX 108
FPO, AE 09622-0108

VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. 17-114

POSITION TITLE SUPPLY TECHNICIAN, UA-2005-06 KPP 05

SALARY € 1,975.48 monthly

EMPLOYMENT CATEGORY Full Time Permanent (40 hours per week)

LOCATION Commander, Navy Region Europe; Fleet and Family Readiness Program; Morale, Welfare & Recreation (MWR) NSA Naples, Warehouse Dept., Support Site.

AREA OF CONSIDERATION Applicants who hold Italian citizenship or citizenship of other member state of the European Union (EU).

OPENING DATE 16 December 2016
CLOSING DATE 30 December 2016

Note: Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.

INTRODUCTION: This position is located in the Morale, Welfare and Recreation (MWR) Department warehouse at the Gricignano support site, U.S. Naval Support Activity, Naples, Italy. The duties of the position are to provide assistance and support in the operation and maintenance of a 25,00 sq. foot warehouse, containing over 1,500 items, under the direction of the MWR Distribution Facilities Manager.

MAJOR DUTIES AND RESPONSIBILITIES: The incumbent prepares documentation on the computer used in the receipt, inspection, storage and issuance of supplies, materials and equipment. Monitors the flow of materials in and out of the warehouse and other storage areas and maintains the inventory and location database of all stored items, including those in containers and in portable vans, for RAMCAS, the MWT financial inventory accounting system. Is responsible for scheduling the daily shipments and deliveries and communicating the schedules to the warehouse workers and drivers. Serves as point of contact for all MWR activities and divisions for their supply needs. Is responsible for coordinating and consolidating the requests for supplies, equipment etc. required for MWR special events, performs duties related to the processing, delivery and pickup of incoming/outgoing postal mail and packages according to a prescribed schedule and appropriate postal regulations and procedures

Participates in the receipt, storage and issuance of supplies, materials and equipment. May use forklift to perform duties. Moves and stocks heavy and bulky items in warehouse. Reorganizes shelf and pallet stock on a routine basis.

Responsible for insuring all vehicles and equipment are scheduled for and receive routine preventive maintenance; maintains documentation for record purposes.

QUALIFICATION REQUIREMENTS:

Applicants must have one (1) year of general experience, which indicates ability to acquire the particular knowledge, and skills needed to perform the duties of the position.

OR

Successful completion of two (2) years of education above high school level in any field for which high school graduation or the equivalent is the prerequisite

To receive credit, you must attach college transcripts and copies of Curriculum Accademico con esito esami superati.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of automated financial inventory accounting system databases to enter, correct and retrieve data.

Knowledge of policies and procedures for requisitioning , issuing and inventorying equipment and supplies.

Ability to prepare shipping and receiving documents.

Knowledge of warehouse operations and procedures.

Fluency, oral and written in ENGLISH and Italian is required.

The incumbent must be able to pass a fit for duty medical examination prior to employment.

HOW TO APPLY:

Please read the Instructions by clicking on the following link, before submitting your application:

https://cnic.navy.mil/regions/cnreurafswa/about/job_openings/naf_positions.html

Application must be submitted in ENGLISH.

The application form and instructions on how to apply have been revised.

Any prior editions will be obsolete and will no longer be considered beginning 1 Jan 2016.

Applications that do not conform to the revised instructions will not be considered