VACANCY ANNOUNCEMENT
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. 21-261
POSITION TITLE Reservation Clerk
                          Ua-0303-06
SALARY EURO € 2,136.18 monthly
(*) Only employees hired before 1 January 2006 are entitled to receive USFD.

EMPLOYMENT CATEGORY Permanent full time (Required to work evenings (primary work schedule is from 23:00-07:30), weekends, holiday and rotating shift)

LOCATION U.S. Naval Support Activity, Housing Department, Navy Gateway Inns and Suites, Capodichino, Naples, Italy

AREA OF CONSIDERATION Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.

OPENING DATE 05 August 2021
CLOSING DATE 18 August 2021

INTRODUCTION: This position is located at navy Inns & Suits operation at NSA, Naples, Italy. The incumbent will perform the daily operations of the front desk night auditor for the lodging program.

DUTIES AND RESPONSIBILITIES:
Ensures security and privacy of all guests are maintained at all times. Creates daily, monthly and annual occupancy reports. Prepares credit card report and deposit for business office, verifies charges for correctness. Receives requests and process reservations within established guidelines. When rooms are not available provides a certificate of non-availability (CNA) and assist guests on providing alternative lodging in the area. Utilizes the property management system to access the guest information, change or cancel reservation as requested by the guest, verifies registration information, secures a credit card for room charges. Registers and assigns rooms to guest, issuing room keys or cards. Responsible for inventorying all keys and any other supplies. Answer the phone, transferring call to appropriate individual and handles guest questions. Prepares close bank report and deposits cash receipts at the end of each shift in accordance with establish procedures.
QUALIFICATION REQUIREMENTS:

One (1) year of general experience is required. General experience is defined as progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

OR Two (2) year of education above the Italian “Diploma di Maturità” or equivalent.

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

KNOWLEDGE REQUIRED BY POSITION:

Knowledge and ability to complete and process night audit functions for all guest accounts

Ability to interpret results and complete all required accounting reports.

Must possess basic math and reading skills

Must be able to communicate clearly and effectively both verbally and in writing.

Ability to handle, control, and account for large amounts of cash.

HOW TO APPLY:

Application MAY ONLY BE SUBMITTED VIA E-MAIL. NAF HRO will NOT accept “hard copy” applications. Submit your application to: NAFPersonnel@eu.navy.mil

Please read the Instructions by clicking on the following link, before submitting your application
https://www.cnic.navy.mil/regions/cnreurafcent/about/job_openings/naf_positions.html

The new application form may be downloaded from:
https://www.cnic.navy.mil/regions/cnreurafcent/about/job_openings/LocalNationalVacancies.htm

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 11 February 2021.
Applications that do not conform to the revised instructions will not be considered.

The subject line of your email MUST contain the vacancy announcement number and title (e.g. 21-000, Recreation aid);

Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are NOT necessary and must not be sent);

The email and the attached application cannot exceed a maximum of 10MB;

Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.