

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

ANNOUNCEMENT NUMBER: **16-253**

OPENING DATE: 07/22/2016

CLOSING DATE: 07/29/2016

POSITION TITLE SERIES AND GRADE: Recreation Aid, Ua-0189-07

SALARY: EURO 1,887.58 Per Month, Includes Contingenza and Bonuses. Salary is based on full time employment.

WORK SCHEDULE: PERMANENT FULL TIME (required working evenings, weekends, holidays and rotating shifts)

AREA OF CONSIDERATION: Current MWR Bowling employee only

LOCATION: US NAVAL SUPPORT ACTIVITY, MORALE, WELFARE AND RECREATION DEPARTMENT, BOWLING CENTER, SUPPORT SITE, NAPLES, ITALY

DUTIES: Greets customers and provides information concerning the facility, operations and scheduled sports program events. Answer telephone, receives messages and channels them to proper individuals. Inspects returned items to ensure they are returned in good condition. Sorts, stacks and account for all equipment in issue room to include clothing. Conducts routine daily inventories in the issue room and prepares required reports. Stores incoming stock, keeps track of supplies and stocks and notifies supervisor when merchandise must be re-ordered. May wipe down area to provide clean surfaces. Using computer prepares and maintains routine statistics and reports, inputs data on tournaments and special events and performs clerical and general admin duties at the front desk. Operates cash register to receive payments and make change and prepares daily cash report.

QUALIFICATION REQUIREMENTS: Six months of general experience which is progressively responsible clerical, office of other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.

Education: One year of successfully completed education above the high level in any field for which high school graduation or the equivalent is prerequisite. **(Copy of transcripts is required)**

KNOWLEDGE REQUIRED BY THE POSITION

- 1) Ability to follow oral and written instructions
- 2) Ability to operate a cash register
- 4) Spoken and written English are desirable
- 5) Skill of fully qualifies recreation aid to provide customer service and maintain front desk record.
- 6) Knowledge of the function, procedures and regulations of bowling activities

NOTE:

- 1) **Persons who are U.S. Citizens and also citizens of Italy are not employable in Local National Positions.**
- 2) **Selectee will be required to pass a physical examination.**
- 3) **Must have a basic understanding of the English language and be capable of performing simple arithmetic.**

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

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