# CNRSW New logo 1

# NAVY REGION SOUTHWEST COMMUNITY SUPPORT PROGRAMS

 ***NON-APPROPRIATED (NAF)***

# VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** **15-18**

**Job Title, PPlan, Series, & Grade:** Warehouse Supervisor, NF-2005-03

**Location:** Navy Gateway Inns & Suites, San Diego, CA

**Status:** Regular Full Time

**Rate of Pay:** $16.00 - $18.00 Per Hour

**Opening Date:** 12 February 2015

**Closing Date:** Open Until Filled; **First Cut Off:** 18 February 2015

**Area of Consideration:** All Sources– Relocation Expenses Not Paid

**BRIEF DESCRIPTION OF DUTIES:** This position is located at the Navy Gateway Inns & Suites operation at Naval Base San Diego.The incumbent will manage daily warehouse operations to include the accuracy and accountability of the Furniture, Fixture and Equipment (FF&E) inventory for a 200+ room lodging program. **Performs other related duties as assigned.**

**QUALIFICATIONS REQUIRED:**

* Knowledge of supply and inventory procedures, techniques, and operations gained through either formal education or two years work experience related to inventory management is required
* Must understand and demonstrate a thorough knowledge of purchasing procedures, computerized record keeping and inventory management and have a good working knowledge of basic accounting
* Must possess excellent communication skills and must possess fluent command of the English language, understand and use proper grammar, and be able to communicate clearly and effectively; to all levels of the organization, both verbally and in writing
* Must be able to use basic computer software such as; Microsoft Word, Excel and Power Point and have a working knowledge of the property management system
* Must understand the daily operation of a hotel to include safety, environmental and fire prevention regulations and practices; hotel management procedures; and front desk, housekeeping, and maintenance operating principles and practices; and have a working knowledge of automated inventory management system(s)
* Must be skilled in customer service techniques, tact and good judgment
* Must successfully complete background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms.

HOW TO APPLY: Submit a NAF employment application form to the NAF Human Resources Office, Building 3210, Anchors Catering and Conference Center, Naval Base, San Diego, 2375 Recreation Way, San Diego, California 92136-5518 or fax to (619) 556-9537. Applications may also be submitted via email to mwr.hr.dept@mwrsw.com. Submitted applications will be retained for 90 days. For more information, visit our website at http://navylifesw.com/sandiego/about/jobs/. Applicants who do not meet the above requirements may not be interviewed. Due to volume of applications received, applicants may not be notified of non-selection. Participation in direct deposit upon employment is required.

Dept. of the Navy NAF is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.