

**DEPARTMENT OF THE NAVY
NAVY EXCHANGE, HUMAN RESOURCES OFFICE, SIGONELLA, ITALY
JOB VACANCY ANNOUNCEMENT FOR LOCAL NATIONAL**



Announcement #	LN/004-24				
Position	SHIPPING RECEIVING STORAGE SUPERVISORY / 2030 - E-08-W				
Salary Range	E-08-W €2.324,16 - €2.516,15 per month plus applicable allowances				
Opening Date	21 OCTOBER 2024	Closing Date	25 OCTOBER 2024		
Scheduled Days/Hours	Rotating	Earliest Starting Time	6:00	Latest Quitting Time	22:00
Location	NAVY EXCHANGE SIGONELLA – RETAIL BACK STORE				

Notes	<ol style="list-style-type: none"> 1. Please read the “Instructions for Completing the Employment Application”, before submitting your application. EMAILS APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL NOT BE CONSIDERED. 2. Applicants must be able to read, write and speak in both English and Italian. Application must be submitted in English. 3. This is a permanent Full Time position. 4. Selectee will be required to work rotational shifts including weekends and holidays. Work schedule is subject to change. 5. Selectee will be required to favorably pass an alcohol test, physical examination and security background check as a condition of employment. 6. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. 7. Position requires the use of personal protective equipment (PPE).
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Who May Apply	Citizen of a European Union member state except those applicants also holding citizenship of the United States of America.
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Description of Duties	<ul style="list-style-type: none"> - Exercises supervisory responsibility and control over work operations involving subordinates, engage in various warehousing functions such as receiving, storage, shipping, marking, inspecting, segregating, palletizing, picking, loading, etc. - Plans work schedules and sequence of operations for subordinates in assigned area. Establishes deadlines and priorities on the basis of work schedules, methods, procedures and policies established by higher levels of supervision. Participates with superior in determining how many assignments in area supervised can be done concurrently, how many may be delayed, the number and types of associates needed and availability of equipment required. - Selects workers and assigns task to be performed. Explains work requirements, methods and procedures, instructs subordinates in new procedures and provides advice when problems arise. Reviews work in progress or on completion. Adjusts work plans, assignments and methods as necessary to accomplish the work as effectively and economically as possible. Determines equipment, supplies and maintenance required and assures arrival of supplies and equipment at work site as needed. Assures merchandise is properly received, inspected, identified, segregated and forwarded to required storage locations, that incoming deliveries are properly coordinated to ensure their timeliness; that stock is rotated to preserve salability; that items required for delivery or for transfer to other locations are properly picked and loaded. Supervises and participates in periodic and special inventories. Coordinates with appropriate organizational entities, as required, in connection with work assignments, such as: vendors regarding return of damaged goods or goods shipped in error, etc.; local Guardia de Finanza, Monopolio Carabinieri and Supply Department in arranging clearance of merchandise through customs. May be required to order and maintain adequate stock levels for designated merchandise, such as beverages or supplies. - Ensures compliance with established safety, security, fire prevention and housekeeping procedures and directive. - Schedules and approves leave of subordinates. Prepares work performance appraisals. Counsels associates on problems; adjusts informal complaints through discussion with associates and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Promotes the participation of subordinates in programs such as suggestion program, cost reduction program, etc. Maintains production reports and records. Assures equality in determining qualifications, selections, assignments, training, promotions, details, discipline and awards to associates. - Works under the general supervision of a designated manager or supervisor, who provides instructions as to procedures, priorities and policies. Incumbent is relied upon to control work operations and accomplish an adequate and quality of work. Work is review for efficient and economical use of personnel, equipment, material and methods to meet goals and quality standards. - Performs other related duties as assigned.
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Qualification Requirements	<p>GENERAL EXPERIENCE: One (1) year experience performing warehousing/back store related duties, such as receiving, storing, issuing, shipping, etc. or similar work that provided the knowledge and skills to perform the duties of the position. OR “Diploma di Maturita””</p> <p>SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled.</p> <p>Candidates must have demonstrated in their work experience or training that they possess, or have potential to develop the qualities of successful supervision.</p> <p>Applicant's experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral:</p> <ol style="list-style-type: none"> 1. Ability to work the scheduled hours of the position. 2. Ability to communicate fluently in English and Italian both orally and in writing. 3. Ability to deal courteously with public. 4. Experience with developing improvements and adapting to implement new working methods and procedures. 5. Experience with following instructions and adapting to and implementing new working situations. 6. Experience with identifying problems, providing solutions and taking corrective actions. 7. Experience with supervising three or more associates. 8. Experience with assigning work duties and providing training for subordinates.
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Application Status	For inquiries concerning job announcement, please contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday from 1330 to 1500, at least 15 days after the closing date of the announcement.
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THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, NAVY EXCHANGE
NEX Human Resources Office, Sigonella, Italy

Instructions for Completing The Employment Application (Local National – LN)

EMPLOYMENT APPLICATION

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements and NEX application form may be downloaded from:
<https://cnreurfcent.cn.navy.mil/Installations/NAS-Sigonella/About/Jobs/>
It is required to submit the NEX APPLICATION FORM ensuring that you are utilizing the latest version.

ALL applications MUST be completed in English.

APPLICATIONS NOT IN ACCORDANCE WITH NEX INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE NEX HRO.

WHO MAY APPLY

Citizens of European Union member state.

Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

QUALIFICATION REQUIREMENTS

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, including expiration dates, as applicable, are reported in the appropriate block on the application form.

Work experience: Candidates must describe in detail, in their own words, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed);
- Language proficiency.

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

If the announcement text is copied verbatim, the application will not be considered.

Typing Proficiency: Self-certify your English typing proficiency in the appropriate block of the application indicating your typing speed when a “qualified typist (O/A)” certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills are subject to verification.

Education: If education is used for qualification purposes, the title of the degree/certificate/ diploma **and** all courses/subject must be translated to English.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A. must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials.
Foreign language documents must be officially translated to English.

Graduate education is College or University level education beyond the Italian 1st Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to EW-05 grade level only.

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to:
sig-nexhro-wantajob@nexweb.org

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: **LAST NAME, FIRST NAME - LN/001-24;****
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- Utilize the latest version of the application form downloaded from CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application form providing all the requested information;
- Do not send Postal Electronically Certified (PEC) emails;
- Attached the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachment are not necessary and should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

VERIFICATION DOCUMENTS

In case of selection, candidates MUST provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. Work experience certified on the application form is subject to verification with employers. The NEX Human Resources will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

INQUIRES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION

For information on the application submitted, contact the NEX Human Resources Office at (095) 564276 or (095) 564270, Tuesday and/or Thursday, from 1330 to 1530 hours, at least 15 days after the closing date of the competition notice.
When requesting information by telephone, you must provide the announcement Number of the position for which you are applying.

The Human Resources Office of the NEX will not give information on the status of the application for employment to family or friends, in compliance with the rules on the confidentiality of personal data (law 675/96). In case of selection the candidate will be informed by telephone and/or electronic (email) by a representative of the Human Resources Office of the NEX.

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330 and NEXCOM HR Policy Manual.
2. If a candidate is selected at lower grade level for a position with promotion potential (e.g. EW-03/04/05), he/she can be promoted to the target level without further competition at management’s request.
3. Prior lists of qualified candidates may be used to fill additional similar positions without further competition.
4. “Local National” refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade, lower pay or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 April 2024.