


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

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|--|---|--|------------------------|-----------------|----------------------|-------|--|
|  | Announcement # | LN/001-25 | | | | | |
| | Position | SERVICE OPERATIONS CLERK / 0303 - E-07-W | | | | | |
| | Salary Range | E-07-W €2.216,32 - €2.395,01 per month plus applicable allowances | | | | | |
| | Opening Date | 07 JANUARY 2025 | Closing Date | 10 JANUARY 2025 | | | |
| | Scheduled Days/Hours | Rotating | Earliest Starting Time | 6:00 | Latest Quitting Time | 22:00 | |
| | Location | NAVY EXCHANGE SIGONELLA – SERVICE MAIN OFFICE | | | | | |
| | Notes | <p>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.</p> <p>2. Applicants must be able to read, write and speak in both English and Italian. Application must be submitted in English.</p> <p>3. This is a permanent Full Time position.</p> <p>4. Selectee will be required to work rotational shifts including weekends and holidays. Work schedule is subject to change.</p> <p>5. Selectee will be required to favorably pass an alcohol test, physical examination..</p> | | | | | |
| Who May Apply | Sigonella Navy Exchange / Navy Gateway Inns permanent associates ONLY. | | | | | | |
| Description of Duties | <p>Performs duties which include the processing of Price Changes, Merchandise Transfers, RGR's, Purchase Orders and Chargebacks for all assigned Services Departments.</p> <ul style="list-style-type: none"> - Collects data from vendors and departments and prepares monthly reports for accruals and journal vouchers. Provides the Accounting Office with input on adjustments, repairs, deposits and advance payments, etc. - Researches variances in data submitted by the Accounting Office on preliminary operating statements utilizing source documents. Prepares, makes extensions and finalizes RGR's received from Accounting Office. - As required, makes changes, additions/deletions to existing programs to generate reports to include comparative sales reports, comparing actual operating results against the previous year and the current budget, percentage of increase/decrease etc. - Totals transmittal charges and forwards to the Accounting Office for processing. - Processes Purchase Orders from worksheet, transmits worksheets, assigns purchase order number and pertinent identifying information. Inputs data into system. Mails purchase orders to vendors with instructions and shipping information. Maintains and updates Purchase orders on a weekly basis, follows up on shipment status, effects change in merchandise status and maintains pertinent records, logs and files. Screens Purchase Orders to ensure the merchandise received is correct. Brings discrepancies to attention of supervisor. - Orders merchandise as appropriate for departments assigned, concessionaires or vendors. - Contacts vendors periodically to follow up on delayed shipments and to expedite special orders as applicable. - Prepares RGR's and worksheet of incoming and outgoing RGR's of all departments, vendors of warehouse. Generates complete reports as required. - May prepare supplemental RGR's on delinquent payments for merchandise. Researches unpaid invoice requests. - May maintain short and long term concessionaire contracts. Prepares monthly reports. - Contacts vendors concerning defective merchandise, over shipments and items shipped in error in order to obtain authorization to return merchandise (Chargebacks). Complete vendor return forms and processes Chargeback, following up delayed authorization. - Maintains log on food or and laundry/dry cleaning services. Receives delivery tickets from vendors and verifies the monthly charges against contractor's invoice/merchandise transfer. Receives outstanding loss/damaged claims from vendors for damaged or expired merchandise. Prepares outstanding claims memorandums. - Verifies quantities, pricing and extends Merchandise Transfers. Follow through on any discrepancies. - Processes Price Changes received which involve verifying new against old prices. Completes price change forms to reflect stock, vendor and style numbers, brief description of item, reason for price changes and the new price changes. Inputs information into the system. - Maintains a number of records, logs, control sheet, department files. Instructions, Notices, manuals, Bulletins, etc. - Prepares a variety of correspondence from rough or handwritten draft. Work is performed independently and in conformation with established policies, procedures and regulations. Refers unusual problems to supervisor for resolution. Review is made for accuracy, adequacy, and adherence to regulatory material. - May audit, verify and input inventory sheets. Uses appropriate software programs in the performance of duties. - Performs others duties as assigned. | | | | | | |
| Qualification Requirements | <p>GENERAL EXPERIENCE: One (1) year experience performing clerical work that demonstrate arithmetic aptitude and ability, accuracy and attention to detail to apply established procedures for recording or compiling data 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>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. Knowledge of applications such as finance-related software system, Microsoft Excel, Word, and Power Point. | | | | | | |
| 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. | | | | | | |

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.