

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



Announcement #	LN/007-25				
Position/Grade	ADMINISTRATIVE ASSISTANT / 0303 - E-07-W				
Salary Range	E-07-W €2.254,00 – €2.432,69 per month plus applicable allowances				
Opening Date	18 NOVEMBER 2025	Closing Date	24 NOVEMBER 2025		
Scheduled Days/Hours	Monday - Friday	Earliest Starting Time	07:00	Latest Quitting Time	17:30
Location	NAVY EXCHANGE MAIN OFFICE Sigonella				

Notes	THE SELECTEES WILL BE HIRED UNDER LOCAL NATIONAL EXCHANGE SALARY TABLE Please read the “Instructions for Completing the Employment Application”, before submitting your application. EMAILS APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL NOT BE CONSIDERED. Application must be submitted in English. - Regular Full-Time position. - Selectees will be required to favorably pass a physical examination and security background check as a conditions of employment.
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Who May Apply	Sigonella Navy Exchange / NEXCOM Hospitality Group – Permanent associates ONLY.
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Description of Duties	- Performs duties in support of activity/department programs and initiatives which often require research and coordination of a variety of sources to achieve the information and/or results desired. - Reviews incoming correspondence, invoices, reports, etc. Handles routine issues inquiries on own initiative and within assigned scope of authority. Identifies and refers technical and non-routine matters to appropriate associate for action. - Prepares correspondence, reports, presentations, background information, etc. Utilizes a variety of spreadsheet graphics and word processing software. - Performs office administrative functions which may include maintaining leave records, timecards, workforce management system scheduling, ordering supplies, making travel arrangements, scheduling appointments, typing correspondence, tracking department expenditures and budgets, correspondence, etc. - Receives and obtains batches of documents. Selects appropriate data entry program and transcribes information from source documents in accordance with instruction. - Provides direction to other operators as required. Remains alert to omissions in data furnished, resolving and/or calling same to the attention of supervisor who will make the necessary contacts with originator to obtain the missing data. - Maintains office records and files. Orders office supplies following established procedures, to include the use of a government purchase card if authorized. - Develops purchase orders (PO), tracks POs, and receives invoices for POs from vendors for merchandise and/or equipment. Reviews for accuracy, updates records, and forwards to appropriate office for processing. Resolves disputes and inaccuracies. - Creates draft presentation materials and forwards to appropriate office for review, and finalization. - Maintains internal division data base of operating data. Updates data in the system, prepares reports, assigns passwords, provides user assistance, etc. - Organizes and obtains authorization for a variety of events (, Award ceremonies, etc.) - Prepares a variety of reports from information obtained from/for supported offices and activities, NHG, etc. and submits to appropriate office. -Performs other related duties as assigned.
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Qualification Requirements	GENERAL EXPERIENCE: One (1) year experience performing clerical work, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position OR “Diploma di Maturità”. SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. You will be rated on the experience and education described on your application form to determine your level of Knowledge, Skills, and Abilities (KSA's) related to the job requirements: 1. Knowledge of basic principles of clerical and administrative duties; 2. Knowledge in using of a personal computer and various software programs such as Microsoft Word, Excel, PowerPoint; 3. Skill in scheduling appointments, typing correspondence, and maintaining office records and files; 4. Ability to communicate clearly and effectively both verbally and in writing in English and in Italian; 5. Ability to professionally interact with customers while showing a welcoming manner and positive attitude;
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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://cnreurafcnt.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, any other APPLICATION FORM will NOT be taken into consideration.

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

ALL applications MUST be completed in English.

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/001-25;**
- 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 **NEX** 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.