



WAREHOUSE PERSON (TRAINEE)

The U.S. Embassy in Canberra is seeking an individual for the position of Warehouse Person (Trainee) in the General Services Office.

Salary: A\$43,476 p.a.

Hours: Full time 40hours/week

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of Year 10 is required.
2. One year warehouse experience is required.
3. Level 3 (Good working Knowledge) written and spoken English is required. This will be tested.
4. Ability to obtain a current Truck (ACT Light Rigid) and Forklift licenses is required.
5. Ability to assemble pre-fabricated furniture and install household appliances including the minor repair of white goods is required.
6. Basic computer skills are required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **JANUARY 27, 2012**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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| POSITION TITLE: WAREHOUSE PERSON (TRAINEE) | POSITION GRADE LE-2 (STARTING SALARY A\$43,476) |
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Assists in receipt, delivery, loading and unloading of supplies, furniture and equipment at the GSO Warehouse, Residences and Embassy offices. Warehouse duties as directed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

- Checks and uploads incoming furniture, appliances and equipment, utilizing a forklift and orderpicker to place and remove household furniture on warehouse racks, ensuring items are properly stowed and covered with protective wrap when required.
- Assists in the setup and ongoing process of Embassy Sealed Bid Sale.
- Assists in the delivery of furniture, appliances and expendable supplies as directed by the Warehouse Operations Manager per approved service requests.
- In association with the Data Analyst, physically conducts the annual and residential inventories, consisting of approximately 100 residential inventories during a transfer season and all annual inventories including all locations within the warehouse, Chancery, CMR and DMCR..
- Carry out driving duties when required and act as backup delivery offside when required.
- Assist in setup of furniture in residences, assembling furniture, connecting, adjusting and testing appliances.
- Clean and test all electrical goods returned to the warehouse from offices or residences prior to returning assets to stock.
- As required will carry out minor repairs to furniture and whitegoods, this will include refinishing and polishing furniture and sourcing parts through the BPA to make good minor repairs to whitegoods and appliances.
- Assemble furniture for transport and issue prior to loading on warehouse truck.
- Maintains a high level of cleanliness in the warehouse.
- Maintains daily servicing of completes weekly inspection reports on warehouse material handling equipment (MHE) and coordinates twice yearly contractor servicing.
- Coordinates with the Data Analyst the repairs of whitegoods with contractors using Blanket Purchase Agreements, expending approximately US\$5000 per annum.
- General warehouse duties as directed.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Year 10 is required.
2. One year warehouse experience is required.
3. Level 3 (Good working Knowledge) written and spoken English is required. This will be tested.
4. Ability to obtain a current Truck (ACT Light Rigid) and Forklift licenses is required.
5. Ability to assemble pre-fabricated furniture and install household appliances including the minor repair of white goods is required.
6. Basic computer skills are required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B JANUARY 27, 2012

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References