



WAREHOUSE OPERATIONS ASSISTANT

An opportunity is available to work as a Warehouse Operations Assistant within the General Services Office at the U.S. Embassy, Canberra.

PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT RE-APPLY

Salary: A\$52,465 p.a. + superannuation benefits
Full-time 40hours per week.

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

1. Completion of High School (Year 10) is required.
2. Minimum one-year experience working in a supply chain or warehouse environment is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. Proficiency in the use of computers is required.
5. A current Light Rigid Truck License and current Forklift Truck License is required.
6. A working knowledge of supply room procedures, including automated receipt and issuing systems is 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 **April 8, 2014**

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.

POSITION TITLE: WAREHOUSE OPERATIONS ASSISTANT

**POSITION GRADE LE- 5
(STARTING SALARY A\$52,465)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Incumbent is responsible for receiving, storing, safeguarding, and issuing expendable supply items (office supplies, etc.), ensuring monthly U.S. dollar counts and stock usage reports are forwarded to GSO, and conducting International Cooperative Administrative Support Services (ICASS) counts. S/he will also manage the maintenance and distribution of approximately 25 non-expendable Departure Kits. S/he will assist the Warehouse Operations Manager and manage the storage and destruction of archive records.

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

EXPENDABLE SUPPLIES 40%

- Perform all functions as the principal Embassy Supply Clerk: ordering, opening, inspecting and checking items against delivery and invoice documents, and acknowledging receipt.
- Oversee the Mission Australia “Just In Time” (JIT) supply contract and ensure it is operating within standards.
- Responsible for scheduling ESO & US Citizen Escort for weekly secure supply delivery.
- Ordering from local companies with various blanket purchase agreements.
- Manage the annual replacement, storage and issuance of GSA expendable office supplies.
- Maintain a correct and up-to-date inventory of the expendable supplies in the warehouse.
- Budget Accountability – ensure monthly dollar figures are submitted to the ICASS SharePoint.
- VIP Visit’s – assist with coordinating supplies needed for visits with the control officers, advance teams and GSO.
- Stock control consultant – assist Consulates with their WEBPASS Expendable Supplies software program as required.
- Responsible for administering and tracking loaned office supply items.

DEPARTURE KIT 30%

- Responsible for maintaining, cleaning & resetting approximately 25 Departure Kits.
- Responsible for procuring replacement items as required for maintaining departure kits to acceptable standards.
- Responsible for monitoring and tracking issued Departure Kits.

WAREHOUSE 25%

- Act as back up for Warehouse Operations Manager.
- Assist the Warehouse Operations Manager with daily scheduling of warehouse tasks.
- Maintain Embassy & warehouse waste disposal program; responsible for determining whether items are reusable, recyclable or rubbish (used toner & print cartridge, paper & office products).
- Conduct Check-in and Check-out inventories when required; assist Property Management with annual inventories.
- Oversee the setup of the Sealed Bid Sale area in preparation for 4-6 Sealed Bid Sales per year.
- Other duties as required.

ARCHIVE MANAGEMENT 5%

- Responsible for managing all aspects of the Access Archive Management Data Base, tracking and recording all archive movement.
- Responsible for creating annual destruction reports and for obtaining destruction approval.
- Responsible for overseeing annual archive destruction.

Selection Criteria

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

1. Completion of High School (Year 10) is required.
2. Minimum one-year experience working in a supply chain or warehouse environment is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. Proficiency in the use of computers is required.
5. A current Light Rigid Truck License and current Forklift Truck License is required.
6. A working knowledge of supply room procedures, including automated receipt and issuing systems is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

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

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

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 APRIL 8, 2014

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