# WAREHOUSE PERSON

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

Salary: A$49,483 p.a. + superannuation benefits

**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. One year warehouse or furniture delivery and moving experience is required.

3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.

4. A current Light Rigid Truck license and a current Forklift Truck license are required.

5. Good physical condition and dexterity for lifting and carrying of moderately heavy furniture and equipment and the ability to assemble pre-fabricated furniture and install household appliances including the minor repair of white goods is required.

6. Basic computer skills including Microsoft Word, Excel and Outlook, 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 **May 26, 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.*

| POSITION TITLE: WAREHOUSE PERSON | POSITION GRADE LE- 4<br>(STARTING SALARY A$49,483 |
|---|---|

## DUTIES AND RESPONSIBILITIES

### Basic Function of the Position

As one of four GSO Warehouse staff, responsible for carrying out furniture removal/installation, delivery, loading and unloading of supplies and equipment at the U.S. Embassy warehouse, residences, and Embassy offices. General warehouse duties as directed by the Warehouse Operations Manager.

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

WAREHOUSE 100%

1. One of four staff within the warehouse responsible for the delivery of furniture, appliances and expendable supplies as directed by the Warehouse Operations Manager per approved Service Requests.
2. Check and unload 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.
3. Install furniture and equipment at locations requested, performing furniture assembly, including the installation of such items as washers, refrigerators, dishwashers and dryers.
4. Assists in the setup and ongoing process of Embassy Sealed Bid Sales.
5. In association with the Data Analyst, assists with the annual inventory including all locations within the warehouse, Chancery, CMR, MSGR, and DCMR.
6. In association with the Data Analyst, assists with approximately 100 arrival and departure inventories conducted during the transfer season.
7. Clean and test all electrical goods returned to the warehouse from offices or residences prior to returning assets to stock.
8. Using the equipment available in the warehouse is responsible for the cleaning of all soft furnishings and upholstery items.
9. As required, will carry out minor repairs to furniture and white goods, this will include refinishing and polishing furniture and sourcing parts through the BPA to make good minor repairs to white goods and appliances.
10. Assemble furniture for transport and issue prior to loading on warehouse truck.
11. Coordinates with the Data Analyst the repair of white goods with contractors using Blanket Purchase Agreements, expending approximately US$5000 per annum.
12. Maintains a high level of cleanliness in the warehouse.
13. As directed by supervisor will be responsible for the following taskings:

14. Maintain and manage all aspects of the servicing and distribution of Welcome Kits for arriving and departing American personnel.
15. Maintain and administer the Record Management Program, which requires maintenance of the database to record arrival, recall, and disposal of stored records, processing requests for storage or recall of records, and delivery to requesters or departments.
16. Maintain daily servicing and carry out weekly maintenance checks, including maintaining a service schedule on all warehouse material handling equipment (MHE), reporting defects and servicing requirements to the Warehouse Operations Manager.
17. Maintain daily servicing and carry out weekly maintenance checks, including maintaining a service schedule on all warehouse motor vehicles, reporting defects and servicing requirements to the Warehouse Operations Manager.
18. General warehouse duties as directed.
19. Will be required on a rotational basis to act as backup Team Leader.

**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. One year warehouse or furniture delivery and moving experience is required.

3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.

4. A current Light Rigid Truck license and a current Forklift Truck license are required.

5. Good physical condition and dexterity for lifting and carrying of moderately heavy furniture and equipment and the ability to assemble pre-fabricated furniture and install household appliances including the minor repair of white goods is required.

6. Basic computer skills including Microsoft Word, Excel and Outlook, are required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS 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 MAY 26, 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